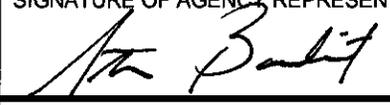


POSITION DESCRIPTION		AGENCY/DEPT ID DAS - DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Support Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006038 JOB CODE TITLE Fiscal Specialist 1/Inventory Control Specialist 1 JOB CODE 66531 APD 6-5-14 VBS	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Fiscal Specialist	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:00 p.m.	
	JOB DESCRIPTION AND WORKER CHARACTERISTICS	
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Under general direction of the Asset and Payment Unit Supervisor will coordinate, monitor & perform fiscal functions for the Office of Information Technology (OIT): reviews & evaluates requests to purchase OIT equipment that affect DAS purchases statewide; reviews, evaluates & processes routine requests for information technology financial information on OIT assets; verifies all information is correct (e.g., checks financial coding, justifications); determines proper compliance with state &/or federal regulations; receives and logs OIT assets and sensitive equipment in database; responsible for entering assets and all necessary financial data regarding assets in Ohio Administrative Knowledge System (OAKS); monitors and analyzes OIT expenditures to ensure proper accounting and MBE compliance; Process OIT EDI payments and OSS pre-processing forms for OIT & monitors all stages of the process; utilizes OAKS financial module to monitor and balance expenditures; identifies and analyzes potential expenditure problems & recommends solutions; prepares documents and justifies voucher corrections; provides coding information for OIT equipment purchases; verifies receipt of goods and updates assets in OAKS with necessary financial information; verifies receipt of goods and follows and facilitates payment process to vendor; maintains copies of all completed procurements for subsequent audits.	Knowledge of (1) bookkeeping; (2) accounting practices & procedures; (3) agency office practices & procedures.* Skill in (4) operation of personal computer & associated software (e.g., MS Office Excel, Word, OAKS Asset Management System*); (5) operation of typewriter & calculator; Ability to (6) understand bookkeeping; (7) understand concepts of business practices; (8) read & record figures accurately; (9) add, subtract, multiply & divide whole numbers; (10) maintain accurate records; (11) prepare meaningful, concise & accurate reports; (12) code items from one symbolic form to another; (13) gather collate & classify information about data, people or things; (14) cooperate with co-workers on group projects. *Developed after employment.
List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/21/14

POSITION DESCRIPTION		AGENCY/DEPT ID DAS - DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Support Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006038	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Fiscal Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR - 30 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers. Receives, inspects, record & distributes materials, supplies & equipment throughout Office of Information Technology (OIT) & coordinates, controls & maintains automated inventory for OIT to include all equipment & furniture assets division-wide: assigns bar code label asset numbers & tags all acquired assets; prints purchase orders, invoices & vouchers from the Ohio Administrative Knowledge System(OAKS) Financial System & analyzes for accuracy; operates personal computer to enter data into computerized inventory database; verifies accuracy of automated database; performs physical inventories of selected areas on regular basis & updates database; may lift, push, pull or otherwise move up to 30 lbs; monitors asset movement & transfers; coordinates salvage disposal of obsolete & worn out assets; assists in preparation & submission of data to inventory supervisor on all asset additions, deletions, transfers & trade-ins; assists in preparation of several major end-of-year compliance reports; instructs & advises OIT personnel on proper methods of reporting asset acquisition & movement; operates motor vehicle to travel to various in & out-of-state locations to inspect & physically inventory equipment; may be required to stay overnight(s) to perform inventory duties.	Knowledge of 3* , (15) inventory control; (16) electronic data processing as applied to management of computer assets. Skill in 4, 5. Ability to 6; 6, 8, 9, 10, 11, 12, 13, 14, (16) understand inventory control procedures; (17) demonstrate strength to lift, push, pull or otherwise move up to 30 lbs.; (18) operate motor vehicle; (19) obtain & maintain valid Ohio driver's license; (20) travel.
5	Performs other related miscellaneous duties: answers telephone inquiries; attends meetings; participates in training sessions & educational seminars.	Knowledge of 3* Skill in 4, 5. Ability to 14. *Developed after employment.
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 5/21/14

POSITION NUMBER
20006038

JOB CODE TITLE
Fiscal Specialist I/Inventory Control Specialist 1

JOB CODE
66531

SEP 21/14