

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

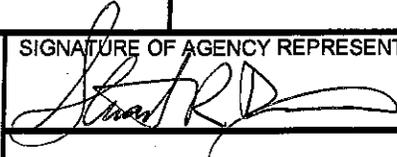
POSITION NUMBER 20006042	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Budget Reporting Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006028 Management Analyst Supervisor 2
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am    TO: 5:00 pm			

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Manages mandatory budget reporting for Office of Information Technology (OIT) (e.g. Minority Business Enterprise reporting; Encouraging Diversity, Growth & Equity reporting; Statewide Cost Allocation Program reporting, monthly program area budget reporting): oversees internal reporting on budget operations in order to ensure compliance with & facilitate preparation of mandatory external reports; contributes to preparation of biennium, capital & corrective budgets, allocation of appropriation & budget monitoring activities for OIT; researches & analyzes expenditures to assist managers in preparing budgetary requirement projections; coordinates budget preparations among program areas; develops, implements & monitors policies & procedures to control budgets & expenditures; utilizes Ohio Administrative Knowledge System (OAKS) financial module to monitor & balance budgets; identifies & analyzes potential budget problems & recommends solutions; participates in confidential discussions with senior staff; works with senior management staff to enact programmatic changes relating to budget & expenditures; provides instruction, assistance & direction to program budget liaisons; prepares documents & justifies fund transfer requests; utilizes advanced skill in computer database systems, sophisticated spreadsheet design & accounting theory to maintain the OIT Fundable Table of Organization (FTO) for payroll cost & coding allocations; serves as liaison to OIT program units & higher-level fiscal offices (e.g., DAS Office of Finance, Office of Budget & Management) on routine matters; provides review & approval of transactions prior to upload into OAKS financial system.	Knowledge of (1) business administration; (2) Generally Accepted Accounting Principles (GAAP); (3) complex budget development & oversight; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) Ohio Administrative Knowledge System*; Skill in (6) operation of personal computer using advanced functions of MS Word, Access & Excel (e.g., if/then statements, pivot tables, queries & complex formulas); Ability to (7) analyze & research expenditures, (8) deal with large number of fiscal & budgetary variables & determine specific course of action; (9) use proper research methods to gather, collate & analyze data; (10) prepare complex reports that are meaningful concise & accurate; (11) define problems, collect data, establish facts & draw valid conclusions; (12) calculate fractions, decimals & percentages/use algebra; (13) code items from one symbolic form to another; (14) check pairs of items that are similar or dissimilar; (15) cooperate with co-workers; (16) originate business letters.

\*developed after employment

JOB CODE TITLE  
 Management Analyst Supervisor 1  
 JOB CODE APD 1-3-12 U03  
 63215

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/30/11
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<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006042	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Budget Reporting Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006028 Management Analyst Supervisor 2
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified                    Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 12 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 8:00 am      TO: 5:00 pm

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Assists in analysis, policy development & management of cost accounting & revenue functions for OIT Business Office using Generally Accepted Accounting Principles (GAAP): analyzes costs & revenue for all units within assigned programs; determines fixed & variable costs in all cost centers; utilizes extensive knowledge & understanding of computer database systems, sophisticated spreadsheet design & accounting theory to develop & maintain expenditure & revenue projections; performs analytical review of revenues & expenditures; provides reports analyzing variances between budget & actual & between prior & current years; develops, implements & oversees policies & procedures relating to budget management.	Knowledge of 1, 2, 3, 4*, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.
10	Performs other related duties as requested: researches fiscal issues; participates in confidential discussions with management concerning fiscal issues (e.g.; late payments, program reorganizations, reductions in force, affect on public or other agencies); prepares specific analyses & reports relating to inquiries from Office of Budget & Management, agency senior managers & general public or press.	Knowledge of 1, 2, 3, 4*, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.

**Position Specific Minimum Qualifications:**  
 24 mos. exp. developing complex operational budgets;  
 24 mos. exp using advanced Excel functions (e.g., if/then statements, pivot tables, queries & complex formulas).

\*developed after employment

Position is overtime exempt.

JOB CODE TITLE  
 Management Analyst Supervisor 1  
 JOB CODE APD 1-3-12-08  
 63215

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/30/11
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