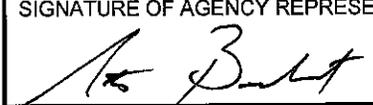


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006318	<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		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 32 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am     TO: 5:00 pm			

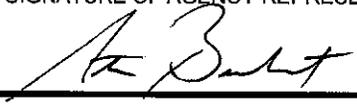
JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	<p>Independently researches &amp; analyzes complex service utilization and billing information to resolve errors and modify usage and billing as appropriate: researches &amp; analyzes Ohio Department of Administration (DAS), Office of Information Technology (OIT) customer service utilization based on multiple service sources &amp; compiles it with current data creating billing files, uploads to the billing system &amp; upon verification to the Ohio Administrative Knowledge System (OAKS); resolves errors based on validation of OIT customer service utilization, creates adjustment files prior to upload to the billing system by Information Technology Services (ITS) Application staff for adjustments, &amp; verifies those adjustments properly reflect the intended outcomes in the billing system &amp; as entered in OAKS by DAS Finance; reviews Memorandum of Understandings (MOUs) &amp; contracts to ensure proper service &amp; invoicing compliance with each agreement, &amp; creates billing files using multiple financial systems ensure the information is appropriately validated, documented, &amp; processed by the DAS Finance Office.</p>	<p><b>Knowledge of</b> (1) business administration; (2) accounting principles &amp; practices; (3) applicable state &amp; Federal laws, rules &amp; regulations governing fiscal operations*; (4) business office functions (e.g., purchasing, asset management, billing); (5) standardized financial reporting; (6) COGNOS report generation*; (7) OAKS Financial module*.</p> <p><b>Skill in</b> (8) operation of personal computer &amp; associated hardware/software; (9) advanced functions of MS Excel (e.g., if/then statements; linking worksheets; writing formulas, pivot tables);</p> <p><b>Ability to</b> (10) deal with large number of fiscal variables &amp; determine specific course of action; (11) apply accounting principles to solve practical everyday problems; (12) preserve &amp; maintain accurate historical records for future analysis &amp; audit tracking purposes; (13) work independently &amp; within a group environment; (14) use proper research methods to gather &amp; collate data; (15) communicate in written &amp; oral form.</p> <p style="text-align: right;">*developed after employment</p>

JOB CODE 66563	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15
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<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006318	<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		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 32 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
30	Synthesizes data from multiple financial sources to create reports/presentations for internal/external stakeholders: independently manages the timely collection and validation of OIT service utilization data of multiple service sources; verifies OIT service utilization data, checks for errors, ensures the data is modified and corrected by the service program if there are discrepancies; validates data across time intervals and multiple sources, requests the ITS application staff create a file for upload to OAKS, performs final verification of the file and approves ITS staff upload to OAKS; creates multiple trend reports to analyze, formulate, and verifying the OIT service utilization and billing data requiring creation of complex excel spreadsheets using pivot tables, logical Excel statements, graphs, conditional formatting and other excel functions; creates ad-hoc reports (e.g., reports that support billing office management & service areas).	<b>Knowledge of 1; 2; 3*; 4; 5; 6*; 7*;</b> <b>Skill in 8; 9;</b> <b>Ability to 10; 11; 13-15.</b>
15	Serves as liaison with OIT Customers (e.g., State agencies, boards, commissions, & local governmental entities) to troubleshoot any financial issues, questions & communications: researches customer discrepancies/complaints using multiple financial systems including: OAKS, OIT Service Usage & Accounting Manager, & Telecommunications Automated Phone System (TAPS) as well as contracts & MOUs; makes collection efforts to ensure all OIT costs are fully recovered; assigns accounting information to new & existing customers & relays that information to service managers; maintains customer account information & accounting data in the billing system; manages access to the billing system database for customers.	<b>Knowledge of 1; 2; 3*; 4; 5; 7*;</b> <b>Skill in 8;</b> <b>Ability to 10; 11; 13-15.</b>
10	Performs other related duties as requires: provides ongoing training both formally & informally to customer agency staff on OIT billing procedures; meets with program areas & OIT management to suggest process improvement & functionality improvements; maintains data dictionary for billing system & cross references materials for internal staff & customers.	<b>Knowledge of 1; 2; 3*; 4; 5;</b> <b>Skill in 8;</b> <b>Ability to 10; 11; 13-15.</b>  *developed after employment

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			8/12/15