

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

<b>POSITION NUMBER</b> 20006320	<input checked="" 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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR	
			20006321 Fiscal Officer 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 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				

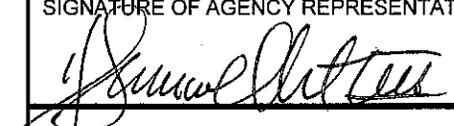
**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Under general direction, reviews, evaluates, prepares, coordinates & processes invoices for OIT goods & services to internal and external OIT customers; reviews, interprets & verifies specifications & contractual language, coding & funding of invoices for billable services; ensures accurate & proper billing & receiving reconciliation & verification of revenue (i.e., MARCS, computer usage, network, telecom & contract cost recovery); utilizes multiple financial reporting tools (i.e., OAKS, MRS, other databases & reports) to closely monitor cash by rate pool, invoice aging, program expenditures, payment receipt, deposit information & revenue; closely monitors billing & cost recovery activity for errors; works closely with program areas to identify errors & prepare invoice credits; serves as primary point of contact for customer relations management (CRM) for billing support (i.e., invoice interpretation, invoice duplication, credit & customer payment status); uses personal computer & web-based tools to conduct research; prepares ad-hoc reports using multiple information sources to support tracking & reconciliation of invoices & revenue; works closely with Business Office units, OIT program areas and other DAS divisional staff to gather, prepare and disseminate financial data & information related to billing & revenue; manages & maintains multiple databases & tracking logs (i.e., OIT billing system including associated tables, manual invoices, direct & indirect invoices, co-location, MARCS radios, contract cost recovery); utilizes OAKS to review & confirm invoice information, payment receipt & deposits; offers recommendations for new and/or improved financial reporting; works with service providers to establish & maintain contractual cost recovery; train customers & staff on the use of billing systems & applicable processes.	Knowledge of (1) business administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations*; (4) business office functions (e.g., rates, budget, billing); (5) standardized financial reporting; (6) COGNOS report generation*; (7) OAKS Financial module*. Skill in (8) operation of personal computer & associated hardware/software; (9) advanced functions of MS Excel (e.g., if/then statements; linking worksheets; writing formulas, pivot tables); Ability to (10) deal with large number of fiscal variables & determine specific course of action; (11) apply accounting principles to solve practical everyday problems; (12) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (13) work independently & within a group environment; (14) use proper research methods to gather & collate data; (15) communicate in written & oral form.
15	Prepares & analyzes various financial statements & cost accounting reports for Office of Information Technology (OIT); performs fiscal duties associated with billing & cost recovery for OIT services (e.g., works with OIT program representatives, prepares documents, analyzes documents); enters data related to billing & cost recovery into billing database, monitors information in billing databases, prepares financial reports & spreadsheets; assists other unit personnel.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 8 Ability to 13, 14  *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		12/21/10

JOB CODE TITLE  
 Fiscal Specialist 2  
 JOB CODE  
 66532  
 ADD 12-29-10  
 WZ

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	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006321 Fiscal Officer 2		
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	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities		
10	Performs other related duties as required: chairs or attends meetings regarding IT services, rate setting, cost recovery, revenue, billing methodologies & business practices; acts as back up for other section personnel; provides invoice interpretation & reconciliation; prepares correspondence; maintains accurate files.		Knowledge of 1, 2, 3, 4, 5, 6 Skill in 8 Ability to 13, 14  *developed after employment		
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				v2/21/10	