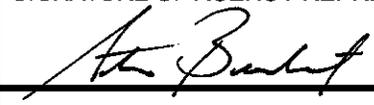


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

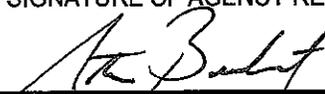
POSITION NUMBER 20006321	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Fiscal Officer		POSITION NO. AND TITLE OF 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	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit EX PR - 14 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	<p>Plans, directs & manages the OIT Billing Unit's fiscal, accounting & budgetary functions for the Office of Information Technology (OIT); works closely with OIT program administrators to develop & establish rates for services; billing methodologies & business practices; oversees process of cost analysis & expense & revenue data; supervises, assigns & reviews work of Fiscal Specialists responsible for researching & analyzing OIT services & service records for accurate & proper billing (e.g., billing & invoice payments within the Ohio Administrative Knowledge System (OAKS) financial module for OIT service usage); develops overall OIT billing & analysis plans & reports; develops policies & procedures for OIT billing processes; formulates & responsibly directs implementation of reporting, tracking & analysis methodologies for OIT billing to user agencies; consults with OIT program managers, OIT Business Office management & other agency staff to determine billing needs, oversees OIT billing to user agencies & reconciliation of vendor invoices; manages program initiatives to determine proper billing components for complex service configurations; develops recommendations for alternate designs to improve program efficiency; manages communication initiatives between user agencies & service providers; manages customer relations regarding OIT usage estimates and invoices. Provides operational guidance in usage or billing system to customers. manages development and monitoring of databases & pertinent records for services, manages inventory & account adjustments; oversees calculation, tracking & receipt of cost recovery fees from third party vendors for services sold to state & local entities; ensures agency compliance with applicable agency, state & federal regulations; develops & maintains fiscal controls of unit; supervises lower-level staff (e.g., training, performance evaluations, hiring, discipline).</p>	<p>Knowledge of (1) state accounting & budget functions*; (2) agency billing process*; (3) government structure & process*; (4) applicable state & federal laws, rules & regulations governing fiscal operations, (5) project management; (6) supervision principles & techniques; (7) employee training & development; (8) business administration; (9) fiscal management. Skill in (10) use of personnel computer & associated software & hardware (e.g., MS Office, OAKS*). Ability to (11) communicate verbally & in writing on technical & non-technical matters; (12) write routine business letters, evaluations & records following standard procedures; (13) handle routine & sensitive inquiries from program managers, state employees & general public; (14) maintain procedures for timely processing of procurement requests & accurate fiscal reporting; (15) cooperate with co-workers on group projects; (16) apply principles to solve everyday problems; (17) deal with large number of variables & determine specific course of action; (18) define problems, collect data, & draw valid conclusion; (19) resolve coding, budget, & purchase order issues.</p> <p>*development after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/19/14
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JOB CODE 66536
 JOB TITLE Fiscal Officer 2
 ARS 6-5-14 *WBO*

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

POSITION NUMBER 20006321	<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 Officer		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	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit EX PR - 14 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
25	Manages functions of division OIT Fiscal Specialists; Manage unit staff to ensure personal compliance to agency & state policies & procedures; performs personnel functions related to the unit (e.g., training, performance evaluations, hiring, discipline); prepares weekly, monthly & annual reports that provide descriptions & performance measures of key projects related to the status of telecommunications billing activities & services; Manages OIT Billing Unit within Business Office of the Office of Information Technology (OIT), which is multi-funded with GRF, rotary & grant funding for all of division's program offices; supervises, assigns & reviews work of telecommunications billing analysts involved in researching & analyzing OIT services & service records for accurate & proper billing; establishes & implements accounting & auditing procedures pertaining to OIT billing for the State of Ohio; directs development of network billing policies & procedures; ensures agency compliance with applicable agency, state & federal regulations; develops & maintains fiscal controls, responsible for assuring financial accountability for the unit.	Knowledge of 1*, 2*, 3*, 4*, 5, 6, 7, 8, 9. Skill in 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19.		
5	Performs other related duties as assigned: attends meetings; prepares correspondence; provides weekly & monthly status reports for Business Operations Manager; provides assistance with special finance projects.	Knowledge of 3*, 8, 9. Skill in 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19. *development after employment.		
JOB CODE 66536	JOB TITLE Fiscal Officer 2			
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/19/14	

ADD 6-5-14 
 66536

ELD
 5/20/14