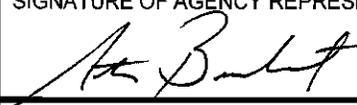


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 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		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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 14 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**

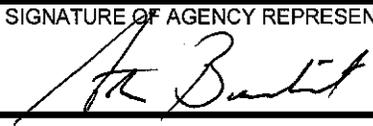
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	<p>Plans, directs &amp; manages the OIT Billing Unit's fiscal, accounting &amp; budgetary functions for the Office of Information Technology (OIT); works closely with OIT program administrators to develop &amp; establish rates for services,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

List Position Numbers & Job Titles of Positions Directly Supervised:  SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15
---	--	-----------------

JOB CODE TITLE  
 Financial Analyst Supervisor  
 APV-LMS-8-18-15  
 JOB CODE  
 66566

<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 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	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 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
25	Manages functions of division OIT financial analysts; manages 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; 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.	<b>Knowledge of 1*, 2*, 3*, 4*, 5-9;</b> <b>Skill in 10;</b> <b>Ability to 11-19.</b>
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.	<b>Knowledge of 3*, 8, 9;</b> <b>Skill in 10;</b> <b>Ability to 11-19.</b>
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 8/12/15