

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

POSITION NUMBER <b>20006321</b>	<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 20006593 Fiscal Officer 3	
	<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 <b>EX</b> PR - 14 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: <b>8:00 a.m.</b> TO: <b>5:00 p.m.</b>			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Performs administrative functions of unit: oversees division Telecommunications coordinators (e.g., receiving and fulfilling requests for new telecom services and changes to existing services to ensure customers are receiving the most efficient & cost effective solutions); prepares weekly, monthly & annual reports for Business Operations Managers that provide descriptions & performance measures of key projects related to the status of telecommunications billing activities & services; establishes & implements accounting & auditing procedures pertaining to telecommunication 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, ensures financial accountability for the unit.	number of variables & determine specific course of action; (21) define problems, collect data, & draw valid conclusion; (22) resolve coding, budget, & purchase order issues.  Knowledge of 1*, 2*, 3*, 4*, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22.
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 4, 7, 10, 11 Skill in 13 Ability to 14, 15, 18.

April 2-5-10 CB

JOB TITLE  
Fiscal Officer 2  
  
 JOB CODE  
66536

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/4/10
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