

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105000

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing & Mail Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006526

Reclassification       New Position       Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Mainframe Financial Associate

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 09  
Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 7:30am      TO: 4:00pm      Report in location subject to change.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Prepares, compiles & verifies statistical, financial, accounting or auditing data, reports & tables related to Mainframe printing data & accounts: researches data & consults with print machine operators, & computer operators to capture correct mainframe printing costs; provides oversight of Avanti entries (e.g., assures relevant information for mainframe jobs has been entered in Avanti program from Prisma data, identifies & researches input errors, tracks print jobs); reviews reports & provides technical advice to aid manager in decision making on account matters; provides backup in processing billing for fulfillment services.	Knowledge of (1) job tracking & billing system (Avanti, Prisma)*; (2) accounting practices & procedures; (3) DAS & State Printing's policies & procedures*; (4) marketing Skill in (5) operation of a personal computer & related software (e.g., Crystal Reports, MS Word, Excel, Outlook, OAKS*, Avanti*, Prisma*); (6) operation of calculator, telephone, copier & fax machine. Ability to (7) carry out detailed but basic written or oral instructions; (8) understand & solve accounting problems; (9) apply principles to solve practical, everyday problems; (10) define problems, collect data, establish facts & draw valid conclusions; (11) count, do basic addition & subtraction; (12) read, comprehend & record figures accurately; (13) prepare meaningful, concise & accurate reports; (14) work alone on most tasks.
30	Provides customer service on accounts: conducts research on customer accounts; creates reports through Avanti system, DF Works & Crystal Reports as needed; resolves sensitive performance issues between vendor & customer; researches & responds to inquiries & complaints; furnishes information & explains programs to public; serves as liaison between fulfillment, mainframe & vendor.	Knowledge of 1*, 2, 3*, (15) public relations Skill in 5 Ability to 8, 9, 10, 11, 12, 13, (16) handle sensitive inquiries from & contacts with state agencies, vendors & general public.
20	Performs variety of clerical functions associated with account clerk activities: serves as backup in placing paper & envelope orders for Fulfillment & Mainframe & verifies price against current contract; retrieves & processes form orders; provides backup to manager of Avanti application; other duties as assigned.	Knowledge of 1*, 3* Skill in 5, 6 Ability to: 7, 9, 11, 12, 14

\*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

 9/26/16

JOB CODE TITLE  
Financial Associate

JOB CODE  
66561

*Appl 9.26.16 (cc)*