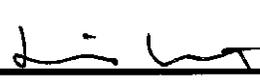


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006583	<input 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 College intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 00 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m.    TO: 4:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Under direction of Financial Reporting Program Manager, assists in development, review, & preparation of financial reports in support of agency Statewide Indirect Cost Allocation Plan (SWCAP), GAAP reporting package, annual asset inventory certification, & preparation of financial statements; creates various computer statistical reports, graphs, flowcharts, & narratives, as needed; drafts financial reports & statements using data from Ohio Administrative Knowledge System (OAKS) & puts them in Excel spreadsheets or databases; analyzes & reviews database & spreadsheet reports & prepares revisions, as required.	Knowledge of (1) Generally Accepted Accounting Principles (financial & cost accounting); (2) Generally Accepted Government Auditing Standards. Skill in (3) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite, PeopleSoft) & use of Internet. Ability to (4) calculate fractions, decimals, & percentages; (5) pay attention to detail; (6) follow instructions in written or oral form; (7) file & maintain records accurately; (8) apply principles to solve practical, everyday issues; (9) understand spreadsheet & database software; (10) use proper research methods to gather information.	
	30	Assists Financial Reporting & Compliance unit staff in performing basic accounting, technical & administrative duties, as required (e.g., accounting reconciliation of various OAKS reports, basic accounting review & evaluation procedures, such as performing physical inventory & testing, tracing accounting/financial data from source documents to financial reports & schedules, performing detailed research on specific projects, proving mathematical accuracy of schedules & reports for SWCAP & GAAP submissions, maintaining tracking & monitoring spreadsheets to document external audit requests & responses, reviewing & tracking audit billings & ensuring processing for prompt payment, & other duties, as assigned).  This position is in unclassified service per section 124.11(A) (12) of Ohio Revised Code.	Knowledge of 1, 2 Skill in 3 Ability to 4, 5, 6, 7, 8, 9, 10	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE  	
			DATE 9/18/15	
JOB CODE 99940				

afol 9-18-15al