

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Business Office

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006593

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Payables & Receivables Manager      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit 22 PR 15  
 Temporary       Unclassified      If FLSA Exempt, exemption type:      Page 1 of 2  
 Intermittent

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE  
Financial Manager

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>Coordinates &amp; manages multiple work units &amp;/or programs &amp; supervises unit supervisors for Department of Administrative Services (DAS), Office of Information Technology (OIT), a multi-funded &amp; multi-faceted division: oversees receivables, billing, fiscal reporting &amp; rate development sections; manages major fiscal projects; oversees data processing &amp; OIT services to customer agencies; formulates &amp; implements policies &amp; procedures to ensure fiscal operations adhere to appropriate statutes; performs analysis &amp; prepares recommendations for projects with statewide impact; provides expertise &amp; guidance to Business Operations Administrator (BOA), program managers &amp; staff &amp; may represent BOA during absences; works with program units to ensure compliance with fiscal policies &amp; procedures; supervises lower-level managers (e.g., approves leave, evaluates performance, initiates discipline, sets goals); develops &amp; oversees rate development process for division rate pools; provides analyses on rate pools as necessary; acts as liaison with funding &amp; monitoring sources, customer agencies, vendors, &amp; program managers.</p>	<p><b>Knowledge of</b> (1) business administration; (2) accounting principles &amp; practices; (3) applicable state &amp; federal laws, rules &amp; regulations governing fiscal operations*; (4) accounts receivable; (5) agency policies &amp; procedures*; (6) government structure &amp; process*; (7) supervision practices &amp; principles; (8) project management; (9) employee training &amp; development; (10) fiscal reporting;  <b>Skill in</b> (11) use of personal computer &amp; associated hardware/software (e.g., MS Office, PeopleSoft/OAKS, other accounting software);  <b>Ability to</b> (12) deal with large number of fiscal variables &amp; determine specific course of action; (13) handle routine &amp; sensitive inquiries from &amp; contacts with officials, other state employees, Governor's Office, &amp; general public; (14) maintain procedures that ensure timely payment of invoices, distribution of receivables, &amp; accurate fiscal reporting.</p> <p>*Developed after employment.</p>

JOB CODE  
66586

List Position Numbers & Job Titles of Positions Directly Supervised:  
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE  
*Alan Z...*

DATE  
8/12/15

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION: Office of Information Technology  
 UNIT OR OFFICE: Business Office  
 COUNTY OF EMPLOYMENT: Franklin

Reclassification     
  New Position     
  Update     
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Payables & Receivables Manager  
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent     
  Classified     
 Overtime:  Eligible     
  Exempt  
 Temporary     
  Unclassified     
 If FLSA Exempt, exemption type: \_\_\_\_\_  
 Intermittent

Bargaining Unit 22  
 PR 15  
 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 8:00 a.m. TO: 5:00 p.m.

POSITION NUMBER  
20006593

JOB TITLE  
Financial Manager

JOB CODE  
66586

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Manages unit responsible for division's financial reporting to ensure program managers are provided with fiscal information necessary to manage their programs: meets with managers on a regular basis to interpret data & assist with their requirements; ensures preparation & maintenance of financial reports such as Statewide Cost Allocation Program (SWCAP), Generally Accepted Accounting Principles (GAAP), & Internal Accounting Control Program (IACP), reports, records, studies & correspondence related to fiscal activities & operations; approves accounting procedures in accordance with IACP objectives; at the direction of the Business Manager, oversees & is responsible for making rate calculations for all OIT services & for monitoring the performance of established rates through reporting by cost of service compared to revenue generated for each service; responsible for the management of grant processing functions performed by subordinate employees (e.g., grant reporting requirements, ensures grant terms & conditions are communicated & OIT financial operations are in compliance, handles grant budgets, financial reporting & performance timeframes & other grant monitoring & tracking).	<b>Knowledge of 1, 2, 3*, 4, 5*, 6*, 8, 10;</b> <b>Skill in 11;</b> <b>Ability to 12-14.</b>
10	Performs other related duties as assigned: responds to public inquiries; conducts meetings; participates as committee member; represents OIT in meetings & at conferences.	<b>Knowledge of 1, 2, 3*, 4, 5*, 6*, 8, 10;</b> <b>Skill in 11;</b> <b>Ability to 12-14.</b>

\*Developed after employment.

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SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE: *Al Bantif*

DATE: 8/12/15