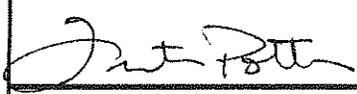


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006593	<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 Payables & Receivables Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006020 Business Operations Manager 3	
	<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 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
20	Plans & manages a combination of fiscal & related operations for Department of Administrative Services (DAS), Office of Information Technology (OIT), a multi-funded & multi-faceted division: oversees payables, receivables, billing, fiscal reporting & rate development sections; manages major fiscal projects; oversees data processing & OIT services to customer agencies; formulates & implements policies & procedures to ensure fiscal operations adhere to appropriate statutes; performs analysis & prepares recommendations for projects with state-wide impact; provides expertise & guidance to Business Operations Administrator (BOA), program managers & staff & may represent BOA during absences; works with program units to ensure compliance with fiscal policies & procedures; supervises lower-level managers (e.g., approves leave, evaluates performance, initiates discipline, sets goals); develops & oversees rate development process for division rate pools; provides analyses on rate pools as necessary; acts as liaison with funding & monitoring sources, customer agencies, vendors, & program managers.	Knowledge of (1) business administration; (2) accounting principles & practices; (3) applicable state & federal laws, rules & regulations governing fiscal operations*; (4) accounts receivable & payable; (5) agency policies & procedures*; (6) government structure & process*; (7) supervision practices & principles; (8) project management; (9) employee training & development; (10) fiscal reporting; Skill in (11) use of personal computer & associated hardware/software (e.g., MS Office, PeopleSoft/OAKS, other accounting software); Ability to (12) deal with large number of fiscal variables & determine specific course of action; (13) handle routine & sensitive inquiries from & contacts with officials, other state employees, Governor's Office, & general public; (14) maintain procedures that ensure timely payment of invoices, distribution of receivables, & accurate fiscal reporting.
30	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	Knowledge of 1, 2, 3*, 4, 5*, 6*, 8, 10 Skill in 11 Ability to 12, 13, 14.

Apd 4/3/10 CB

JOB CODE 66536	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	20006321 Fiscal Officer 2 20006030 Fiscal Officer 2		3-25-10

*developed after employment

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

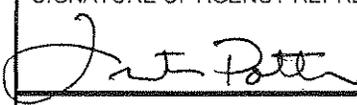
POSITION NUMBER 20006593	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Payables & Receivables Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006020 Business Operations Manager 3
	<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
	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.	
20	Oversees complex billing system for all revenue-generating services across the division: ensures billing & collections for telecommunication services are researched & analyzed for accurate & proper billing; reviews & approves requests for telecommunication services.	Knowledge of 1, 2, 3*, 4, 5*, 6*, 8, 10 Skill in 11 Ability to 12, 13, 14.
20	Manages & oversees accounts payable functions: ensures invoices are paid in a timely manner & within the net payment window to maximize savings to the state; monitors & tracks expenses; ensures proper coding of expenses; ensures invoices meet criteria for payment.	Knowledge of 1, 2, 3*, 4, 5*, 6*, 8, 10 Skill in 11 Ability to 12, 13, 14.
10	Performs other related duties as assigned: responds to public inquiries; conducts meetings; participates as committee member; represents OIT in meetings & at conferences.	Knowledge of 1, 2, 3*, 4, 5*, 6*, 8, 10 Skill in 11 Ability to 12, 13, 14.

Appd 4/13/10 CB

JOB CODE 66536	List Position Numbers & Job Titles of Positions Directly Supervised: 20006321 Fiscal Officer 2 20006030 Fiscal Officer 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-25-10
	ADM 4107 R 10-08 An Equal Opportunity Employer		