

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Business Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006595

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006321 Fiscal Officer 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
PR 32
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
75	Under general direction, reviews, evaluates, prepares, coordinates & processes invoices for OIT goods & services to internal and external OIT customers; reviews, interprets & verifies specifications & contractual language, coding & funding of invoices for billable services; ensures accurate & proper billing & receiving reconciliation & verification of revenue (i.e., MARCS, computer usage, network, telecom & contract cost recovery); utilizes multiple financial reporting tools (i.e., OAKS, MRS, other databases & reports) to closely monitor cash by rate pool, invoice aging, program expenditures, payment receipt, deposit information & revenue; closely monitors billing & cost recovery activity for errors; works closely with program areas to identify errors & prepare invoice credits; serves as primary point of contact for customer relations management (CRM) for billing support (i.e., invoice interpretation, invoice duplication, credit & customer payment status); uses personal computer & web-based tools to conduct research; prepares ad-hoc reports using multiple information sources to support tracking & reconciliation of invoices & revenue; works closely with Business Office units, OIT program areas and other DAS divisional staff to gather, prepare and disseminate financial data & information related to billing & revenue; manages & maintains multiple databases & tracking logs (i.e., OIT billing system including associated tables, manual invoices, direct & indirect invoices, co-location, MARCS radios, contract cost recovery); utilizes OAKS to review & confirm invoice information, payment receipt & deposits; offers recommendations for new and/or improved financial reporting; works with service providers to establish & maintain contractual cost recovery; train customers & staff on the use of billing systems & applicable processes.	Knowledge of (1) business administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations*; (4) business office functions (e.g., rates, budget, billing); (5) standardized financial reporting; (6) COGNOS report generation*; (7) OAKS Financial module*. Skill in (8) operation of personal computer & associated hardware/software; (9) advanced functions of MS Excel (e.g., if/then statements; linking worksheets; writing formulas, pivot tables); Ability to (10) deal with large number of fiscal variables & determine specific course of action; (11) apply accounting principles to solve practical everyday problems; (12) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (13) work independently & within a group environment; (14) use proper research methods to gather & collate data; (15) communicate in written & oral form.
15	Prepares & analyzes various financial statements & cost accounting reports for Office of Information Technology (OIT); performs fiscal duties associated with billing & cost recovery for OIT services (e.g., works with OIT program representatives, prepares documents, analyzes documents); enters data related to billing & cost recovery into billing database, monitors information in billing databases, prepares financial reports & spreadsheets; assists other unit personnel.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 8 Ability to 13, 14 *developed after employment

JOB CODE TITLE
Fiscal Specialist 2

JOB CODE
66532
And 3/10/15 MS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

3/10/15

POSITION DESCRIPTION		AGENCY/DEPT ID DAS60000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006595 JOB CODE TITLE Fiscal Specialist 2 JOB CODE 66532 APR 3/23/15 UB	<input checked="" 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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential		Bargaining Unit 14 PR 32 Page 2 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	
10	Performs other related duties as required: chairs or attends meetings regarding IT services, rate setting, cost recovery, revenue, billing methodologies & business practices; acts as back up for other section personnel; provides invoice interpretation & reconciliation; prepares correspondence; maintains accurate files.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 8 Ability to 13, 14 *developed after employment	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			3/10/15