

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS505140

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  
Revenue Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:

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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
60	Manages research & analysis of revenue collections: utilizes understanding of the organizational model & the relationships of cost & cost recovery methodologies to research & analyze customer usage data, accounts receivable data & revenue data to prepare & analyze various financial statements & cost/accounting reports; develop & maintain financial reporting to support rates & revenue collection for OIT services; utilizes advanced skill in MS Word, Access, & Excel functions & knowledge of Ohio Administrative Knowledge System (OAKS) 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 & initiate corrections; develops & implements policies & procedures related to cost recovery; evaluates current revenue models & recommends improvements; works with service providers to establish & maintain contractual cost recovery; forecasts revenue trends & develops projections on customer usage.	Knowledge of (1) business administration; (2) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations; (3) Ohio Administrative Knowledge System*; (4) cost accounting methodologies Skill in (5) operation of personal computer & associated hardware/software (e.g., advanced MS Office, electronic accounting systems); (6) using advanced Excel functions (e.g., if/then statements, pivot tables, queries & complex formulas); (7) developing complex billing systems based on fee for service; Ability to (8) analyze & research expenditures, (9) deal with large number of fiscal & budgetary variables & determine specific course of action; (10) use proper research methods to gather, collate & analyze data; (11) prepare complex reports that are meaningful concise & accurate; (12) define problems, collect data, establish facts & draw valid conclusions; (13) calculate fractions, decimals & percentages/use algebra; (14) code items from one symbolic form to another; (15) check pairs of items that are similar or dissimilar; (16) cooperate with co-workers; (17) originate business letters.  *developed after employment
30	Coordinates & oversees manual billing activities & credits for multiple billable cost centers across OIT: calculates & bills for administrative overhead charges; calculates & prepares cross-fund transfers; reviews Paperless Timesheet entries for accuracy within billable functions; makes corrections to coded time with program managers' approvals; maintains job number system required for billing.	
10	Performs other related duties as required: attends meetings as business office representative; disseminates information; prepares correspondence; monitors plans.	

JOB CODE TITLE  
Management Analyst Supervisor 1

JOB CODE  
63215  
APD 11-17-13 WS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Ata B...*

10/30/13