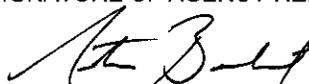


POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office/Rates & Reporting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006596	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Financial Associate		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 28 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

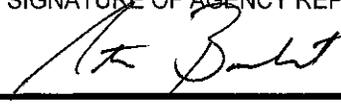
JOB CODE 66561	JOB DESCRIPTION AND WORKER CHARACTERISTICS		
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	75	<p>Prepares, compiles & verifies statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable for the Department of Administrative Services (DAS), Office of Information Technology (OIT), Business Office Rates Section: using system reports, spreadsheets, or queries, ensures all Ohio Administrative Knowledge System (OAKS) transactions are posted according to the Office of Budget & Management (OBM) monthly system closing date for the previous accounting period; coordinates vendor file updates between vendors & Ohio Shared Services; assists employees with travel rules; serves as approver for travel reimbursement vouchers as requested; sets up grant or project numbers as requested; distributes OAKS generated reports; runs &/or alters format of reports, if necessary; assists in preparing annual Generally Accepted Accounting Principles (GAAP) reporting for division; prepares spreadsheets or reports; gathers data to complete schedules as assigned; maintains files related to yearly GAAP report; coordinates & assists with fiscal/purchasing documents; routes documents to Ohio Shared Services; maintains tracking system in order to provide status of documents at all times; assists with Intra-State (ISTV) payment encumbrances (e.g., amount, distribution & setup in OAKS); prepares ISTV's for payment (e.g., coding & approval); forwards ISTV's to Ohio Shared Services for payment processing; maintains record of aging unpaid ISTV's; prepares reports as requested by management.</p>	<p>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., accounts receivable/payable, purchasing, asset management, billing); (5) standardized financial reporting; (6) COGNOS report generation*;</p> <p>Skill in (7) operation of personal computer & associated hardware/software; (8) advanced functions of MS Excel (e.g., if/then statements; linking worksheets; writing formulas, pivot tables); (9) use of electronic financial accounting systems (e.g., PeopleSoft/OAKS HCM & FIN modules);</p> <p>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 team environment; (14) use proper research methods to gather & collate data; (15) communicate in written & oral form; (16) analyze fiscal data & make recommendations; (17) develops reports using financial data; (18) prioritize assignments to meet deadlines.</p> <p>*developed after employment</p>
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office/Rates & Reporting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006596	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Financial Associate		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 28 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Performs variety of clerical & fiscal tasks to facilitate operational efficiency: maintains, disburses, & reconciles petty cash funds; prepares reports as required by OBM or DAS guidelines or policies; monitors fund balances for division; maintains electronic file(s) of daily fund activity; performs research as requested; prepares reconciliations of fund balances; & presents projections of cash flow for assigned fund accounts.	Knowledge of 1, 2, 3*, 4, 5, 6* Skill in 7-9 Ability to 10-17
5	Performs other related duties as assigned: mails correspondence; sorts, copies & types documents; maintains filing systems; delivers messages; answers phone inquiries; establishes & maintains tracking systems; works on special projects as assigned.	Knowledge of 1, 2, Skill in 7- 9 Ability to 12, 14-17.

*development after employment

JOB CODE 66561	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15