100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505140

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Business Office/Rates & Reporting	Franklin

POSITION NUMBER
20006596

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Specialist	20006030 Fiscal Officer 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 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
75	Coordinates, monitors & performs variety of fiscal functions 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); forward s ISTV's to Ohio Shared Services for payment processing; maintains record of aging unpaid ISTV's; prepares reports as requested by management.	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*; 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); 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. *developed after employment

JOB CODE TITLE
Fiscal Specialist 1

JOB CODE
66531

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	3.23.10

Appd 3-24-10 CB

100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505140

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Business Office/Rates & Reporting	Franklin

POSITION NUMBER
20006596

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Fiscal Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006030 Fiscal Officer 2

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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; prepare s reports as required by OBM or DAS guidelines or policies; monitor fund balances for division; maintain electronic file(s) of daily fund activity; perform research as requested; prepare reconciliations of fund balances; & present projections of cash flow for assigned fund accounts.	Knowledge of 1, 2, 3*, 4, 5, 6* Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16, 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, 8, 9 Ability to 12, 14, 15, 16, 17.

*development after employment

JOB CODE TITLE
Fiscal Specialist 1

JOB CODE
66531

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 3.23.10

Appd 3-24-10 CB