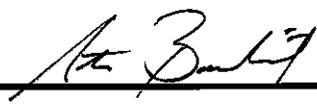


POSITION DESCRIPTION		AGENCY/DEPT ID DAS - DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006597	<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 Senior Financial Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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 a.m. TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	<p>Independently researches & analyzes customer consumption to resolve errors, modify data &/or determines appropriate action with external involvement; utilizes understanding of the organizational model & the relationships of cost & cost recovery methodologies to research & analyze customer usage data, to prepare & analyze various cost/accounting reports; develops & maintains financial reporting necessary 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 usage & costs by rate pool, program expenditures, payment receipt, deposit information & revenue; closely monitors billing & cost recovery activity for errors; works closely with program, billing & rates areas to develop recommendations for adjustments reconciling customer billing & actual usage; assists in development & formulation of policies related to cost recovery; evaluates current revenue models & recommends improvements; forecasts revenue trends & develops projections on customer usage; serves as primary contact for customer relations regarding OIT usage estimates & invoices; provides operational guidance in usage or billing to customers.</p>	<p>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</p> <p>Skill in (5) operation of personal computer & associated hardware/software (e.g., advanced MS Office, electronic accounting systems); (6) advanced MS Excel functions (e.g., if/then statements; pivot tables, queries & complex formulas); (7) developing complex billing systems based on fee for service;</p> <p>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.</p> <p align="right">*Developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/22/15
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POSITION DESCRIPTION		AGENCY/DEPT ID DAS - DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Support Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006597	<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 Senior Financial Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
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
30	Coordinates & oversees development of estimated usage billing activities & adjustments for actuals for multiple billable cost centers across OIT; maintains job number system required for billing.	Knowledge of 1, 2, 3*, 4*; Skill in 5-7; Ability to 8-17.
10	Performs other related duties as required: attends meetings as business office representative; disseminates information; prepares correspondence; monitors plans.	Knowledge of 1, 2, 3*, 4*; Skill in 5-7; Ability to 8-17.
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 8/12/15

JOB CODE
66563