

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/FIN Functional Team/Accts Payable

POSITION NUMBER
20073825

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OAKS AP Module Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20074978 Project Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. subject to overtime/call back 24X7

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
85	Serves as agency manager for Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application), Functional Finance Team, Accounts Payable (AP) Module: reviews current requirements & gathers additional requirements for enhancements; researches & analyzes current operations, systems & procedures to determine where improvements are needed; researches & resolves data issues in AP using PS/Query & ISQL; consults with customer staff to analyze business issues & work toward solutions to business problems; works closely with system designers, Office of Budget & Management (OBM) state accounting teams to configure AP tables & coordinate changes to other fields; develops & implements policies & procedures related to addressing AP issues; responds to inquiries requiring higher-level knowledge of AP processes which support business requirements; provides support to agencies by researching & fixing issues with AP elements; provides production support & problem determination; develops custom processes; works closely with development & technical teams to provide functional requirements (i.e., designs) for enhancements to software; writes, approves & executes test conditions & scripts to ensure systems are functioning properly when new patches & bundles are loaded into system; analyzes patches & bundles to determine any impact to customizations; creates & tests System Investigation Reports (SIR) issues utilizing the Information Technology Governance (ITG) application; responds to issues 24 hrs/day, 7 days/week which may require overtime or call back; may be required to carry cell phone or wear pager.	Knowledge of (1) PeopleSoft web-based application; (2) State of Ohio accounts Payables programs & processes*; (3) business administration; (4) laws, rules, & regulations relating to accounts Payables; (5) integration of other modules with FIN module (e.g., general ledger, purchasing, accounts receivable, human capital management, capital projects system, asset management, budget & planning, EPM); (6) PeopleSoft error resolution process; (7) supervision Skill in (8) operation of personal computer & associated hardware & software; (9) configuring Accounts Payable systems; Ability to (10) deal with many variables & determine specific course of action; (11) use proper research methods in gathering data; (12) define problems, collect data, establish facts & draw valid conclusions; (13) draft &/or edit administrative policies, procedures, informational booklets & directives; (14) respond to system issues 24 hrs/day, 7 days/week, which may require carrying cell phone or wearing pager.
15	Performs other related duties as assigned: works with change management team to design & review end-user training programs for the billing systems; identifies areas of significant change in processes to the end user & makes recommendations for additional job aides to assist in facilitating user training. Position is overtime exempt.	Knowledge of 1, 2*, 3, 4, 5, 6 Skill in 8, 9 Ability to 10, 11, 12 *developed after employment

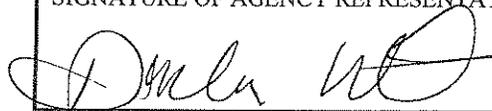
JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5-1-07

Apd 5-6-08 CB