

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Ohio Administrative Knowledge System

UNIT OR OFFICE
Application Team/FIN Module

POSITION NUMBER
20073825

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Assistant FIN Team Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073536 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Assists Administrator in managing Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application) Application Support, Finance (FIN) Team operations: assists in defining FIN Module goals & objectives; develops & implements policies & procedures related to Accounts Payable (AP) Module; assists in directing work of lower-level FIN module support staff; supervises Accounts Receivable Module staff (e.g., provides guidance & work direction, approves leave, evaluates performance, initiates discipline when needed, promotes career development); drafts communications & alerts; maintains & authorizes changes or enhancements OAKS HCM-FIN integration; attends meetings on behalf of FIN Team Administrator; drafts weekly updates; prepares communications to agencies & OAKS sponsors; acts for Administrator during absences.	Knowledge of (1) OAKS system*; (2) PeopleSoft application; (3) supervision; (4) State of Ohio Financials Processes*; (5) business administration; (6) laws, rules, & regulations relating to accounting; (7) employee training & development; Skill in (8) operation of personal computer & associated hardware & software; Ability to (9) deal with many variables & determine specific course of action; (10) use proper research methods in gathering data; (11) gather, collate & classify information; (12) draft &/or edit administrative policies, procedures, informational booklets & directives;
50	Directs operations of Accounts Payable (AP) Module; plans & conducts Conference Room Pilots (CRP) to review current requirements & gather additional requirements for enhancements; develops & documents "to be" processes in PeopleSoft; identifies & resolves problems with module; consults with customer staff to analyze business issues & work toward solutions to business problems; works closely with system designers & Office of Budget and Management to configure changes, change fields & coordinate resulting changes to other fields; respond to inquiries requiring higher-level knowledge of system processes regarding Accounts Payable which support business requirements (e.g., vendor setup, voucher creation, voucher approval, voucher workflow); analyzes customizations to delivered processes; manages integration of AP to the General Ledger, Purchasing, Accounts Receivable & future releases (e.g., Asset Management); approves all processes that interface	Knowledge of 1*, 2, 3, 4*, 7 Skill in 8 Ability to 9, 10, 11, 12, (13) provide production support 24 hrs/day, 7 days/week.. *developed after employment

JOB CODE TITLE
Deputy Director 3

April 9-17-07 CAB

JOB CODE
61313

List Position Numbers & Titles of Positions Directly Supervised:

20074136 Mgmt Anl Spvr 2
2007xxxx Class to be determined by 12/4/07

SIGNATURE OF AGENCY REPRESENTATIVE

Clair Overley Jr

DATE

9-5-07

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	DIVISION OR INSTITUTION Ohio Administrative Knowledge System	
	UNIT OR OFFICE Application Team/FIN Module	

POSITION NUMBER 20073825	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Assistant FIN Team Lead	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073536 Data Systems Administrator
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	with AP agency voucher interfaces & future releases (e.g., Capital Improvement Management Systems-CIMS, EDI, Payment Card, Travel Reimbursement); creates scripts for testing; performs testing & reviews enhancements to OAKS AP module for quality assurance; provides support to agencies by researching & fixing issues with module elements; provides production support & problem determination; develops custom processes; responds to module issues 24 hrs/day, 7 days/week as needed.	Knowledge of 1*, 2, 4*, 5, 6, 7 Skill in 8 Ability to 9, 10, 11.
10	Performs other related duties as assigned: works with change management team to design & review end-user training programs for the accounts payable module; identifies areas of significant change in processes to end user & makes recommendations for additional job aides to assist in facilitating user training.	
Position is unclassified per 124.11(A)(9) of Ohio Revised Code & is overtime exempt.		*developed after employment

Appl 9-17-07 CB

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