

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Finance

UNIT OR OFFICE
Central Service Agency

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Fiscal Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005445 (2000.0) Management Analyst Supervisor 2

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
50	Supervises fiscal operations for Central Services Agency (CSA): assigns & monitors Payables (e.g., paper, payment card, etc.) workflow & processing to ensure compliance with state prompt payment rules; provides guidance related to fiscal & accounting issues for the Boards and Commissions; utilizes Ohio Administrative Knowledge System (OAKS) (e.g., OAKS running on PeopleSoft application) Financial Module to assist Boards & Commissions in developing budget requests for new & existing program initiatives; assigns Receivables collections to include procedures for customer contact, documentation of collection activity, & internal reporting; prepares &/or classifies all types of Boards & Commissions encumbering documents & ensures proper purchasing authority for all purchases; establishes procedures to ensure compliance with Ohio Revised Code, OBM rules, or Boards & Commissions policies; coordinates, through direct supervision of CSA Manager, daily fiscal activities (e.g., data entry, reconciliation); coordinates & maintains filing systems to ensure compliance with state Boards & Commissions records retention schedules.	Knowledge of (1) accounting principles & practices; (2) applicable state & federal laws, rules & regulations governing fiscal operations*; (3) accounts receivable & payable; (4) agency policies & procedures*; (5) government structures & process*; (6) Central Accounting System, DAS Budget System*. Skill in (7) operation of personal computer using MS Word & Excel (e.g., complex formulas, formatting, data sorting & subtotaling, tables). Ability to (8) deal with budgeting & accounting tasks; (9) handle confidential information; (10) deal with inquiries & reporting procedures; (11) deal with multi-tasked projects/ requests; (12) prepare meaningful, concise & accurate reports; (13) maintain procedures that ensure timely payment of invoices.
30	Supervises all activities of fiscal specialists (e.g., monitors daily activities to ensure timely completion of subordinate's assignments, provides ongoing system user training, provides staff with updates to laws, rules, policies or directives, assigns workflow to ensure all proper invoices (e.g., paper, payment card, etc.) are paid promptly.	Knowledge of 1, 2*, 3, 4*, 5*, 6*; (14) supervision; (15) employee training & development. Skill in 7. Ability to 8, 9, 10, 11, 12, 13.
15	Responsible for the preparation of fiscal reports as directed by Supervisor and/or Chief Fiscal Officer (e.g., GAAP reports for Payables, internal tracking reports, or other reports as requested).	Knowledge of 1, 2*, 3, 4*, 5*, 6*. Skill in 7. Ability to 8, 9, 10, 11, 12, 13.
5	Performs other related duties assigned by supervisor: attends meetings, responds to internal & external inquiries; assists with other management functions for CSA.	Knowledge of 1, 2*, 3, 4*, 5*, 6*. Skill in 7. Ability to 8, 9, 10, 11, 12, 13. *developed after employment

POSITION NUMBER
200074018

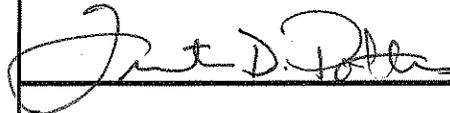
JOB CODE TITLE
Fiscal Officer I

JOB CODE
66535
APD 12-30-08

List Position Numbers and Class Titles of positions directly supervised:

20005446 Fiscal Specialist I
20005448 Fiscal Specialist I

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

12-30-08