

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS102350
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Central Service Agency (CSA)	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074018	<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 Fiscal Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005445 Fiscal Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	60	Plans & manages budgetary & fiscal operations of the Central Service Agency (CSA) for various boards and commissions: advises, confers & provides guidance to board directors related to complex fiscal issues (e.g., budget preparation, spending); handles highly sensitive fiscal issues confidentially; prepares, provides & plans fiscal/budgetary reports utilizing COGNOS in the 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 & monitors payables workflow (e.g., paper, payment card) & processes to ensure compliance with state prompt payment rules; assigns receivables collections to include procedures for customer contact, documentation of collection activity, & internal reporting; oversees processes for encumbering documents & ensuring proper purchasing authority; establishes procedures to ensure compliance with Ohio Revised Code, OBM rules, or Boards & Commissions policies; coordinates daily fiscal activities (e.g., data entry, reconciliation).	Knowledge of (1) budgeting; (2) accounting practices; (3) office practices and procedures; (4) agency practices and procedures;* (5) applicable Ohio Revised Code and Administrative Rules; (6) DAS personnel policies and procedures;* (7) supervision. Skill in (8) use of personal computer and related software (e.g. MS Word, Excel, Ohio Administrative Knowledge System (OAKS FIN & HCM*); COGNOS Business Intelligence (BI)*. Ability to (9) manage complex budgeting and accounting tasks; (10) handle confidential information; (11) respond to internal and external inquiries and reporting requirements; (12) deal with multiple projects simultaneously.	
	25	Supervises CSA fiscal personnel; provides ongoing system user training when necessary; remains abreast of updated laws, rules, policies or directives; assigns workflow to staff in order to insure invoices are paid promptly.	Knowledge of 1, 2, 3, 4*, 5, 6*, 7. Skill in 8. Ability to 9, 10, 11, 12.	
	10	Responsible for the preparation of fiscal reports for CSA as directed by 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*, 7. Skill in 8. Ability to 9, 10, 11, 12.	
	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*, 7. Skill in 8. Ability to 9, 10, 11, 12.	
			*developed after employment	
JOB CODE 66536	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE  	
			DATE 5/31/11	