

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074578           JOB TITLE Senior Budget Analyst           JOB CODE 63262           <i>Appd 8-14-15</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Business Operations Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 33 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. <b>Part-time</b>			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Business Management unit to plan & implement capital/operating/division budget & allotments for General Services Division (GSD); develops biennium budget requests, researches & analyzes expenditures to assist in preparing budgetary requirement projections, annual budget allotments & General Revenue Fund (GRF) disbursement estimates; distributes budget reports to program areas; responds to inquiries regarding available budget resources; participates in confidential discussions with management concerning budget issues; works with supervisor to enact programmatic changes due to budget recommendations; prepares and justifies budget transfer requests, as needed; identifies & analyzes potential budget problems and recommends solutions; utilizes Ohio Administrative Knowledge System (OAKS) financial module and COGNOS reports to monitor & balance budgets; prepares billing rate calculations & proposals for assigned divisions; analyzes actual revenue and expenditure data (including fixed and indirect costs) to project ending Statewide Cost Allocation Plan (SWCAP) fund balances for rate pools; participates in developing allocation unit estimates, incorporates allocation unit data and budget allotments into calculations, prepares rate option package for supervisor & division management review/approval; identifies payroll coding errors & generates payroll journal entries for submission to DAS/ASD Budget unit, as necessary; prepares administrative cost allocations & provides information to DAS Accounts Receivable (A/R) unit to generate ISTV billings. Prepares Generally Accepted Accounting Principles (GAAP) and SWCAP submission requirements.	Knowledge of (1) business &/or public administration; (2) budget development; (3) accounting principles & practices; (4) applicable state & federal laws, rules & regulations governing fiscal operations*; (5) business office functions (e.g., billing); (6) agency policies & procedures related to fiscal reporting*; (7) PeopleSoft web-based application (e.g., FIN); (8) PeopleSoft General Ledger Module; (9) GAAP; (10) SWCAP; (11) cost accounting; (12) agency policies & procedures*. Skill in (13) use of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*) & Internet; (14) advanced functions of MS Excel (e.g., if/then statements, linking worksheets, writing formulas, pivot tables). Ability to (15) deal with large number of fiscal variables & determine specific course of action; (16) apply accounting principles to solve practical everyday problems; (17) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (18) work independently & within group environment; (19) use proper research methods to gather & collate data; (20) communicate verbally & in writing on technical & non-technical matters; (21) define problems, collect data, & draw valid conclusion; (22) process procurement requests & provide accurate fiscal reporting; (23) cooperate with co-workers on group projects.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/14/15

