100-600N

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Application Support/Finance Team

POSITION NUMBER
20074980

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

☒ State Agency ☐ County Agency ☒ New Position ☐ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
General Ledger 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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Serves as agency manager for Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application), Application Support Team, Financial Module, General Ledger (GL): oversees development & execution of test conditions & scripts to ensure compliance with GL configuration & updated software bundles; develops & implements policies & procedures for GL module; ensures system operation is in accordance with State of Ohio accounting policies & generally accepted accounting principles (GAAP); manages development, maintenance & updates to system configuration (e.g., accounting & program trees, rule sets, budget structures) researches, identifies, & solves transaction issues identified by agencies; creates & issues Objection Migration Requests (OMRs) & System Investigation Reports (SIRS) to resolve software defects or requests for enhancements; plans & implements data clean up strategies for GL; develops, validates & maintains General Ledger reports & queries; supervises GL staff (e.g., approves time & leave requests, conducts performance evaluations, monitors training & professional development; develops position descriptions); provides technical assistance & develops action plans to ensure compliance with training & evaluation policies; responds to system issues 24 hours/day, 7 days/week which may require carrying a cell phone or wearing a pager.	Knowledge of (1) PeopleSoft web-based application; (2) State of Ohio general ledger accounts & processes; (3) business administration; (4) laws, rules, & regulations relating to state accounting; (5) integration of other modules with the GL module (e.g., accounts receivable/payable, purchasing, human capital management, capital projects, asset management); (6) PeopleSoft error resolution process; (7) GAAP; (8) state fiscal year-end closing requirements*; Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, OAKS,) (10) configuring general ledger systems; Ability to (11) deal with many variables & determine specific course of action; (12) use proper research methods in gathering data; (13) define problems, collect data, establish facts & draw valid conclusions; (14) draft &/or edit administrative policies, procedures, information booklets & directives; (15) respond to system issues 24X7; (16) carry cell phone or wear pager.
20	Develops functional requirements & provides general ledger expertise to development & technical teams for enhancements to software: writes general design for software enhancements & future releases; coordinates changes & enhancements with other OAKS modules (e.g., accounts receivable/payable, purchasing, human capital management, capital projects, asset management, enterprise performance management); uses PS Query &/or ISQL tools to solve system issues.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8 Skill in 9, 10, (17) use of PS Query & ISQL tools. Ability to 11, 12, 13, 14, 15, 16.

List Position Numbers & Titles of Positions Directly Supervised:

20073863 MAS2

SIGNATURE OF AGENCY REPRESENTATIVE

Clair Overley

DATE

12-7-07

Appd 12-19-07 CB

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Performs other related duties as assigned: attends meetings; serves as OAKS liaison with state & private agencies.	Knowledge of 1, 2, 4, 5 Skill in 7 Ability to 9, 10.

Position is overtime exempt.

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

List Position Numbers & Titles of Positions Directly Supervised:

20073863 MAS2

SIGNATURE OF AGENCY REPRESENTATIVE

Clair Overley Jr

DATE

12-7-07

Appd 12-19-07 CB