

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/FIN Application Team

POSITION NUMBER
20075334

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Financial Workflow Manager

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
85	<p>Serves as workflow & business process manager for the Ohio Administrative Knowledge System (OAKS, running on PeopleSoft application) eProcurement, Accounts Payable and General Ledger modules: develops, implements & monitors policies & procedures for efficient routing & approval processing of all eProcurement requisitions & Accounts Payable vouchers; recommends, designs & implements changes to application software & business practices to facilitate processing of workflow for requisitions, vouchers & certain journals; creates position papers, change requests, designs & testing scripts for proposed enhancements to workflow configuration & software; coordinates with Office of Budget & Management (OBM) & General Services Division (GSD) business owners; identifies & resolves business process & technical inefficiencies relating to workflow approvals; identifies, troubleshoots & resolves workflow routing failures; researches help desk cases relating to workflow functionality; creates SQL statements in order to query information in the system; works closely with development, OBM & GSD support teams to update workflow configuration; leverages knowledge of Accounts Payable, eProcurement & General Ledger workflow processes to respond to inquiries; develops custom processes; logs SIRs to fix workflow related issues that require application updates or changes that cannot be made online; collaborates with the development workflow resource to address defects & enhancements; works with PeopleSoft vendor on delivered application defects; responds to workflow approval issues 24 hrs/day, 7 days/week as needed; may be required to carry cell phone or wear pager.</p>	<p>Knowledge of (1) workflow & business processes for PeopleSoft eProcurement & Accounts Payable modules (e.g., requisitions & vouchers); (2) SQL/Query; (3) State of Ohio financial programs & processes*; (4) business administration; (5) laws, rules, & regulations relating to financial accounting; Skill in (6) operation of personal computer & associated hardware & software; (7) configuring workflow for eProcurement, Accounts Payable & General Ledger processing; Ability to (8) deal with many competing priorities & determine specific course of action; (9) gather data to discern between existing scope & new enhancements; (10) gather, collate & classify information; (11) draft &/or edit administrative policies, procedures, informational booklets & directives; (12) respond to production issues 24 hrs/day, 7 days/week; (13) carry cell phone or wear pager.</p> <p>*developed after employment</p>

JOB CODE TITLE
Management Analyst Supervisor 2

Apd 4-30-08 CB

JOB CODE
63216

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

4-24-08

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15	<p>Performs other related duties as assigned: set up end user Security and user preferences for eProcurement and Accounts Payable user roles; works with change management team to design & review end-user training programs for Workflow approval processes; identifies areas of significant change in process to the end user & makes recommendations for additional job aids to assist in training.</p> <p>Position is overtime exempt.</p>	<p>Knowledge of 1, 2, 3*, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13.</p> <p>*developed after employment</p>

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Management Analyst Supervisor 2

Appl 4-30-08 CB

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63216

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Debra White

4-24-08