

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Business Office

POSITION NUMBER  
20074578

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005508 Fiscal Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Assists Accounts Receivable (A/R) Supervisor within Business Office of General Services Division: processes quarterly building rent invoices; maintains rent data in FoxPro rent database; assists DAS MIS personnel in testing/debugging new rent database as needed; processes annual local administration certification fee billings for SAO; maintains contractor escrow accounting records; reviews Julie's monthly escrow reconciliations; posts monthly escrow data to annual spreadsheet; completes annual escrow GAAP report. Enters new reason codes to OAKS as needed; reviews & approves GSD deposits; reviews maintenance & payroll chargeback billings & code compliance billings for accuracy & completeness.	Knowledge of (1) office practice & procedures; (2) structure of division*; (3) bookkeeping. Skill in (4) operation of computer & associated hardware & software (e.g., spreadsheets, databases, Access, Word, Excel, OAKS*); (5) operation of office equipment (e.g., copier, fax machine). Ability to (6) deal with problems involving few variables; (7) organize & maintain a filing system; (8) prepare meaningful, concise & accurate reports; (9) communicate in oral & written form; (10) work alone on most tasks.
25	Performs data entry & verifications: assists in reconciling data from subsidiary ledgers to general ledger as COGNOS reports are developed; provides data integrity of reports in various other ways under A/R Supervisor's direction; enters large amounts of data into OAKS; verifies data entered into OAKS as required on special projects.	Knowledge of 1, 2, 3 Skill in 4, 5 Ability to 6, 9, 10

Position is unclassified per Section 124.11(A) (12) of Ohio Revised Code.

\* developed after employment

*apal 2-6-08al*

JOB CODE TITLE  
College Intern

JOB CODE  
99940

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*

*1/18/08*