

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing

State Agency County Agency New Position Change County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Fiscal Operations Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005570 State Printing Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift): 7:45 a.m. – 4:45 p.m. Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Plans, directs & manages all aspects of State Printing's fiscal operations: manages & coordinates invoice payment activities, cost assignment & fiscal analysis; works with & coordinates multiple fiscal activities with copy center manager, customer service manager & State Printing's Administrator; insures prompt pay compliance; manages invoice processing of payment actions & State Printing Internet Site (e.g., daily updates to bid, quote & award sites); answers complex and/or confidential correspondence, researches and resolves assigned policy & operational issues; plans, writes & implements unit goals; formulates & implements policies pertaining to fiscal operations of section & drafts written procedures. Supervised assigned staff: prepares performance evaluations; interviews, hires & counsels employees.	Knowledge of (1) State accounting system (OAKS);* (2) accounting practices & procedures; (3) DAS & State Printing policies & procedures.* (4) business administration, (5) management; (6) supervision. Skill in (7) operation of a personal computer & related software (e.g., Microsoft Word, Excel, Access, Visio, Avanti*) Ability to (8) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (9) understand & solve accounting problems; (10) apply principles to solve practical, everyday problems; (11) read, comprehend & record figures accurately; (12) communicate effectively in written & oral form; (13) prepare meaningful, concise & accurate reports.
10	Establishes guidelines & time frame for analysis of fiscal operations. Monitors work product & provides technical assistance to team members.	Knowledge of 6 Ability to 8, 10, 12
15	Prepares reports based on analyses conducted (i.e., Bid Cost Savings production Cost Reports, Equipment Costs/Cost Per Copy Spoilage Reports). Provides technical advice to aid administrator in decision making. Makes recommendations on changes to State Printing's internal operations, policy & procedures.	Knowledge of 3* Skill in 7 Ability to 8, 10, 11, 12, 13.
15	Attends budget analysis meetings, & vendor meetings to secure accurate invoices & resolve problems. Attends senior staff meetings in absence of Administrator. Communicates with other departments & divisions, consultants or communities regarding printing issues, billing problems, & correct coding for encumbrances & purchase orders. Prepares correspondence.	Knowledge of 2 Skill in 7 Ability to 8, 9, 11, 12 *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20005572 Account Clerk 3
- 20005574 Account Clerk 3
- 20005585 Account Clerk 3

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Weathermon/cc

DATE

1/31/08

POSITION NUMBER
20005571

JOB CODE TITLE
Management Analyst Supervisor I

JOB CODE
63215

copy 2-4-08 OK