

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE  
Office of Collective Bargaining

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION: Fiscal Administrator  
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006573 (50400.0) Admin Staff (Mgr Finance & Administration)

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

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Coordinates, monitors & performs a variety of fiscal management & control activities (e.g. authorizes obligations, purchases, expenditures & payments, prepares & monitors agreements & contracts with consultants, monitors accounts payable & receivable, inventory, account allocation planning & payroll budget activities, reviews & approves travel expenses, maintains petty cash funds, follows accounting/auditing procedures); manages budgetary process (e.g. accumulates, monitors & reviews financial positions, personnel services expenditures, overtime utilization & appropriation revenues, develops, analyzes, monitors & projects budget, prepares reports for discussion of budget concerns).	<p>Knowledge of (1) business administration &amp; accounting procedures (e.g., GAAP, fund &amp; government accounting); (2) agency &amp; OCB policies &amp; procedures*;</p> <p>(3) applicable state &amp; federal laws, rules, procedures &amp; standards governing fiscal &amp; budgetary operations, purchasing &amp; accounting.</p> <p>Skill in (4) operation of office equipment (e.g., calculator, copier, fax, scanner &amp; printer); (5) use of personal computer &amp; associated software (e.g. Microsoft Office); (6) calculating basic math (e.g. addition, subtraction, decimals, fractions, multiplication, division).</p> <p>Ability to (7) deal with problems involving several variables in familiar context; (8) define problems, collect &amp; analyze data, establish facts &amp; draw valid conclusions; (9) prepare concise &amp; accurate reports; (10) gather, collate &amp; classify information about fiscal data; (11) handle routine &amp; sensitive inquiries from State of Ohio contacts, public &amp; employees.</p> <p>Knowledge of: 1, 2*, 3. Skill in: 4, 5, 6.. Ability: 7, 8, 9, 10, 11..</p> <p>*developed after employment</p>
35	Prepares, analyzes & maintains a variety of fiscal & budgetary reports, records, studies & correspondence (e.g. fiscal accounting reports, payroll projections, personal purchased service contracts, space rental/lease, temporary staff, monitor fund balances, budget outlay projections, quarterly & annual financial reports, analysis of office budgetary expenses): reviews changes & new processes in policies relating to fiscal processes to determine impact to current practices.	

POSITION NUMBER  
20006574 (50401.0)

CLASS TITLE  
Administrative Staff

CLASS NUMBER  
99580

APR 5-7-07 (LAF)

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

4/4/07

Steven J. Loeffler, Deputy Director

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15	Ensures compliance with SWCAP, IACP, EDGE, MBE; monitors purchasing compliance; assists with Fixed Asset Management and Control Board Submissions.	Knowledge of 1, 2*, 3. Skill in 4, 5, 6. Ability to 7, 8, 9, 10, 11.
5	Performs other related fiscal & administrative functions: acts as liaison with funding & monitoring sources; trains, confers & advises managers concerning budget preparation, spending, equipment & personnel needs; maintains liaison with other state, local & federal government offices; responds to inquiries & requests for information; attends staff meetings & trainings; provides training & consultation to staff; participates on committees; acts as payment card administrator; prepares & delivers presentations.	Knowledge of 1, 2*, 3. Skill in 4, 5, 6. Ability to 7, 8, 9, 10, 11.
5	In absence of Finance Manager, supervises support staff (e.g. approves leave & time reports, administers discipline, evaluates performance); delegates & follows up on unit assignments & other related duties as assigned.	Knowledge of 1, 2*, 3. Skill in 4, 5, 6. Ability to 7, 8, 9, 10, 11.
This position is in unclassified service per section 4117.10(D) of Ohio Revised Code and is overtime exempt.		*developed after employment

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