

apd 8-17-50

ADM 4107 R 10-08 An Equal Opportunity Employer

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Finance

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005437

JOB TITLE
Financial Program Manager

JOB CODE
66585

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Asset Management/Special Projects Program Mgr

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt
If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22
PR 14
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Provides support to the internal control/process reviews, risk assessment, audit responses, and the financial reporting functions of the unit, such as the review, compilation and submission of DAS filings with Federal (SWCAP), State (AMS, GAAP), and other reporting entities, coordination of agency audits. Provides guidance to division agency staff by coordinating agency scheduled asset report submissions, conducts reviews of all work for completeness, accuracy, adherence to agency policies and procedures and responsiveness to management's requests. Assists in conducting asset-related training to division agency staff to provide financial reporting project/task guidance and instruction, and employee/skill development. Reviews Annual Inventory and Bi Annual Physical inventory certifications for completeness and accuracy.	to solve practice everyday problems, respond to sensitive inquiries, and respond to complex issues requiring application of analysis and statistical processes, methods and techniques with preparation, printing and preservation of meaningful and concise reports and position papers; (9) use of automated techniques, preserve and maintain accurate historical records for future analysis and audit tracking purposes in harmony with the State of Ohio Records preservation program; (10) interview job applicants, cooperate with coworkers and establish a professional atmosphere. Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10
20	Assists in the design of policies and procedures that reduce costs and maximize provision of agency services, ensure collection, assembly, verification of data used to satisfy Federal (SWCAP), State (FAMS, GAAP, ORC, OAC), and other rules and regulations in connection with the effective and efficient preparation of financial reports, such as the Agency's Statewide Indirect Cost Allocation Plan (SWCAP), GAAP Reporting Packages, AMS annual certification of inventory activities, etc. Establish and maintain asset management policies and procedures to manage the agency's asset life cycle (acquisitions, transfers, depreciation, maintenance, retirement, etc.), employee responsibility and accountability for assigned assets, and needed technology to track physical inventories through bar coding and other devices to ensure efficient physical inventory reconciliation process.	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/17/15

apd 8-17-1502

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