

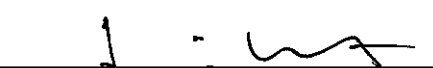
## POSITION DESCRIPTION

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 20005438	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION Project & Performance Unit Financial Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative		Bargaining Unit 22 PR 14 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:00 p.m.				
JOB DESCRIPTION AND WORKER CHARACTERISTICS					
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	65	As part of the Projects & Performance Unit, oversees development & administration of agency's risk assessment program to help management identify risk threats & opportunities across all activities of agency: <ul style="list-style-type: none"> <li>Develops &amp; implements policies &amp; procedures to identify, assess, measure, monitor, mitigate, &amp; report on key risks of agency from both internal &amp; external environment; supports management in development, design, &amp; implementation of risk management practices through clear business objectives, policies &amp; procedures that support proactive risk management at all levels;</li> <li>Provides project management disciplines to mitigate noted risk management, compliance, or internal control issues.</li> <li>Manages agency's audit cycle activities; implements continuous identification of agency risks; coordinates entrance &amp; exit conferences by determining appropriate employee attendance &amp; ensuring clarity &amp; agreement with audit scope; manages communications with auditors to ensure auditor agreement with agency decisions in response to audit findings; ensures agency responsiveness to audit requests; validates audit findings &amp; management of reporting &amp; timely completion of corrective action plans; validates audit fees; clarifies expectations &amp; responsibilities during exit conference; issues management summary report at conclusion of audit;</li> <li>Evaluates accuracy &amp; reliability of agency financial information using computer-generated analytics &amp; exception reports; assists management in evaluating business processes &amp; makes recommendations on improving operating efficiencies &amp; cost effectiveness, compliance with OAC, existing operating procedures, standard business practices; issues technical communications, provides training, or interpretation of complex issues of auditing, federal &amp; state rules, regulations, &amp; fiscal requirements; performs other administrative duties, as assigned.</li> <li>Acts as backup Agency Payment Card Administrator &amp; performs aforementioned functions as they pertain to the payment card program</li> <li>Monitors and analyzes agency financial data, (i.e. direct spend authority &amp; State Term Schedule (STS) contract compliance)</li> <li>Acts as backup Agency OAKS FIN Security Designee, &amp; assist in security audits</li> </ul>		Knowledge of (1) public/business administration, accounting &/or finance; (2) Generally Accepted Accounting Principles (GAAP), State of Ohio Financial Reporting & Accounting Policies, OAKS Financial Modules*; Cognos/BI reporting; (3) applicable state laws, regulations & guidance: Ohio Revised Code (ORC), Ohio Administrative Code (OAC) & DAS Directives*; (4) employee training & development; (5) supervision. (6) Time management; Skill in (7) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite, PeopleSoft) & use of Internet; (8) advanced skill level in using Microsoft Excel to data mine, perform analysis, and conclude complex financial problems, (9) Writing business & technical communications Ability to (10) define problems, use proper research methods in gathering & collecting data, interpret & apply variety of technical materials in books, journals & manuals, ORC, OAC, Procedures; (11) apply accounting principles to solve everyday issues; respond to sensitive inquiries & respond to complex issues requiring application of analysis & statistical processes, methods & techniques with preparation of meaningful & concise reports; (12) use automated techniques; (13) preserve & maintain accurate historical records for future analysis & audit tracking purposes in harmony with State of Ohio Records program; (14) interview job applicants; (15) Cooperate with coworkers; (16) establish professional atmosphere.  *developed after employment	
JOB CODE 66585	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 		
			DATE 8/30/17		

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b> 20005438  <b>JOB CODE TITLE</b> Financial Program Manager  <i>April 8.30.17 AE</i>  <b>JOB CODE</b> 66585	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	<b>USUAL WORKING TITLE OF POSITION</b> Project & Performance Unit Financial Program Manager		<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b> SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
15	Develops, implements, & oversees financial, payroll, and petty cash reconciliations using OAKS FIN, Cognos BI, and other external systems and record. Identifies & communicates reconciling items to stakeholders.	Knowledge of 1, 2, 3*, 4, 5, 6 Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16		
10	Supervises & provides work direction, training, & development for lower-level assigned staff (e.g., approves leave, evaluates performance, initiates discipline, sets goals); assists in preparing hiring questionnaires & in conducting interviews; makes hiring recommendations.	Knowledge of 1, 2, 3*, 4, 5, 6 Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16		
10	Assists Project & Performance Manager with projects, reporting, & other unit functions; represents Office of Finance – Projects & Performance Unit in meetings, conferences, and other agency engagements.	Knowledge of 1, 2, 3*, 4, 5, 6 Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16  *developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/30/17	