

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

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Finance Project & Performance Manager

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

☒ Permanent
☐ Temporary
☐ Intermittent

☐ Classified
☒ Unclassified
☐ Essential

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

Bargaining Unit 22
PR 15
Page 1 of 3

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
25	Under direction of Department of Administrative Services (DAS) Chief Financial Officer, coordinates & manages multiple programs & supervises Finance Policy Program Manager: plans (i.e., develops fiscal plans & policies), manages, & directs & controls performance against standards for fiscal & related operations (e.g., invoice receipt & payment, Minority Business Enterprise/Encouraging Diversity, Growth & Equity [MBE/EDGE] set-aside purchasing, revenue & receivables & payment card) for agency; assists in writing policy; researches, interprets & communicates federal/state laws, rules, regulations & policies pertinent to departmental fiscal activities; advises program managers & staff on fiscal procedures & requirements; makes recommendations to facilitate compliance to policy; develops & monitors program-specific, user-specific, or division-specific improvement plans to bring financial or related practices into compliance with applicable goals or standards; works with Office of Finance Policy Manager to coordinate agency-wide implementation of policies related to financial operations; serves as departmental liaison with Office of Budget & Management (OBM) State Accounting & OBM Office of Shared Services (OSS) on financial performance & operational standards.	Knowledge of (1) business/public administration & accounting; (2) project management lifecycle methodologies; (3) employee training & development; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) continuous improvement principles; (6) supervisory principles & techniques; (7) time management; (8) matrix management; (9) public relations. Skill in (10) use of personal computer & associated hardware/software (e.g., MS Office Suite, PeopleSoft Financials module*, Gantt chart/project planning software*); (11) writing business & technical communications. Ability to (12) deal with large number of fiscal & budgetary variables; (13) define problems, collect data, establish facts, draw valid conclusions, & initiate solutions; (14) handle routine & sensitive inquiries from & contacts with government officials, managers & other agency personnel; (15) facilitate meetings; (16) manage multiple demands or tasks on projects or programs; (17) review & evaluate project progress. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5/24/16

POSITION NUMBER
20005443

JOB TITLE
Financial Manager/Project Manager 1

JOB CODE
66586


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Department of Administrative Services/
DAS101000

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POSITION NUMBER 20005443	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION Finance Project & Performance 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 type="checkbox"/> Classified <input checked="" 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 15 Page 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				
JOB TITLE Financial Manager/Project Manager 1	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	50	Manages projects, covering all phases of project management, that ensure Office of Finance's effective, efficient, & responsible management of agency's financial resources: identifies, plans, initiates, controls, measures, & reports results of financial projects; analyzes & evaluates programs, procedures & policies; develops project proposals & program plans; defines project requirements & timelines; determines & evaluates risks that may affect project; manages collection, validation, documentation, & presentation of metrics associated with DAS Office of Finance projects; develops benchmarks & other performance measures; defines specific activities to be performed to produce project deliverables; evaluates deliverables & ensures project is ready to move on to its next phase; ensures scheduled time frames are met; reports on delivery problems & provides performance data; provides regular progress reports; advises agency & Office of Finance management on possible actions to correct variances; develops instructional materials, procedural documents, & correspondence on financial projects & processes for variety of audience types; provides support to operating units & sections within Office of Finance in accomplishing project tasks & meeting their respective goals & objectives; advises managers, supervisors, & staff on various aspects of project activities & performance goals.		Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17	
	15	Supervises preparation of accounting reports, financial statements, &/or other financial reports & data; manages & oversees development, preparation & documentation of & manages organization & access to specialized reporting (e.g., OAKS Business Intelligence/Cognos, DAS Fundable Table of Organization) for all DAS divisions; supervises, assigns & reviews work of assigned staff involved in developing, running, documenting, & distributing reports; serves as technical support (e.g., OAKS, Cognos, DAS ASD Finance Reference Room) for agency users of standard reports; serves as department security coordinator for Ohio Administrative Knowledge System (OAKS) Financials; serves as departmental liaison with OBM & OAKS on reporting & security issues; supervises lower level staff (e.g., delegates & monitors work assignments, approves timesheets & leave requests, administers discipline, evaluates performance).		Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17 *developed after employment	
JOB CODE 66586	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE		
	SEE TABLE OF ORGANIZATION				
			DATE 5/24/16		

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10	Assists Chief Financial Officer with management of DAS Office of Finance; serves as back-up to Agency Procurement Officer & Agency Equal Employment Opportunity (EEO) Coordinator for MBE/EDGE compliance; represents Office of Finance & department in meetings, conferences & special projects, including statewide initiatives.	Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17
This position is in unclassified service per section 124.11(A) (9) of Ohio Revised Code.		*developed after employment

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5/24/16

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JOB TITLE
Financial Manager/Project Manager 1

JOB CODE
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