


<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

POSITION NUMBER 20005808	<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 Financial Analyst		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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 14 PR 30 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m.			Report in location subject to change
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
JOB CODE TITLE Financial Analyst	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Business Management unit to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards; enters requisitions into Ohio Administrative Knowledge System (OAKS) financial (FIN) module & performs all requisition & purchase order activity (e.g., modifications, cancellations, resolution of budget errors), including dispatch of requisition to purchase order; provides purchase order to supplier &/or program area; participates in fiscal year end purchase order close out process; follows Office of Budget & Management's (OBM's) payment card policy & uses assigned payment card to make purchases (e.g., maintains payment card log, resolves payment card issues, verifies receipt of goods or services, maintains accurate records of requests & all supporting documentation).	Knowledge of (1) business administration &/or accounting practices & procedures; (2) applicable state &/or federal laws*; (3) rules, procedures & standards governing fiscal &/or budgetary operations, purchasing & accounting*. Skill in (4) use of adding machine; (5) operation of PC & related hardware & software (e.g., MS Word, Excel, Access, Outlook, OAKS*). Ability to (6) define fiscal problems; (7) collect data; (8) establish facts & draw valid conclusions; (9) prepare &/or edit technical fiscal reports & correspondence; (10) gather, collate & classify information about data, people or things; (11) handle routine & sensitive inquiries from management & customers.	
JOB CODE 66562	40	Responsible for processing & logging Intra-State Transfer Voucher (ISTV) invoices provided in OAKS for Business Management unit: obtains division approvals for payment, analyzes & breaks down costs by program/work unit, identifies applicable purchase orders & line numbers & assigns funding source to costs being paid; prepares & submits pre-processing forms (PPF); pre-processes & prepares PPF for central agency expenditures & financial disclosures (e.g., risk, drug tests, background, OSS); coordinates invoice processing, where necessary, with DAS Fiscal & Ohio Shared Services (OSS) & obtains/provides approvals, where necessary; processes & tracks Certificates of Participation (COPs) & debt payments (e.g. obtains approvals, logs payment activity, completes PPF, submits PPF & supporting documentation to DAS Fiscal for processing, ensures timely payment has been made); processes & tracks Auditor of State (AOS) & Office of Internal Affairs (OIA) payments (e.g., obtains approvals, logs payment activity, completes PPF, submits PPF & supporting documentation to DAS Fiscal	Knowledge of 1, 3* Skill in 5 Ability to 6, 7, 8, 10, 11  *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 5/17/17		

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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  
Financial Analyst

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

Bargaining Unit 14  
PR 30  
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NORMAL WORKING HOURS (Explain unusual or rotating shift):  
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Report in location subject to change

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	for processing, ensures timely payment has been made); creates & submits journal voucher corrections; creates & maintains logs associated with accounts payable; assists with year-end Statewide Cost Allocation Plan (SWCAP) & Generally Accepted Accounting Principles (GAAP) submission, including performing adjustments, preparing schedules & maintaining supporting records.	
15	Provides assistance & support in managing assets for DAS divisions that receive services through DAS Office of Finance, Business Management unit: participates in physical inventories of assets on biennial basis; reviews asset transactions for completeness & accuracy & provides guidance, where necessary; participates in review of reconciliation reports [e.g., reviews OAKS Accounts Payable (AP) to OAKS AM reconciliation files provided by DAS Asset Manager, investigates discrepancies]; completes spreadsheets & necessary schedules to document biennial physical inventory; assists in completion of annual SWCAP asset & depreciation requirements, or as needed; coordinates & assists DAS Asset Manager in preparing annual inventory certification.	Knowledge of 1, 3* Skill in 5 Ability to 6, 7, 8, 10, 11
5	Performs late payment fee research & feedback: provides customer service & guidance to program units, suppliers, & Finance management; performs other duties & special projects, as requested.	Knowledge of 1, 3* Skill in 5 Ability to 6, 7, 8, 10, 11
*developed after employment.		

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

5/01/17