

<h1 style="margin: 0;">POSITION DESCRIPTION</h1>		AGENCY/DEPT ID DAS500000	
DIVISION OR INSTITUTION Office of Information Technology		UNIT OR OFFICE Business Office	
COUNTY OF EMPLOYMENT Franklin			

  

POSITION NUMBER 20006593	<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 Payables & Receivables 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		Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
					Bargaining Unit 22 PR 15 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

  

<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Coordinates & manages multiple work units &/or programs & supervises unit supervisors for Department of Administrative Services (DAS), Office of Information Technology (OIT), a multi-funded & multi-faceted division: oversees receivables, billing, fiscal reporting & rate development sections; manages major fiscal projects; oversees data processing & OIT services to customer agencies; formulates & implements policies & procedures to ensure fiscal operations adhere to appropriate statutes; performs analysis & prepares recommendations for projects with statewide impact; provides expertise & guidance to Business Operations Administrator (BOA), program managers & staff & may represent BOA during absences; works with program units to ensure compliance with fiscal policies & procedures; supervises lower-level managers (e.g., approves leave, evaluates performance, initiates discipline, sets goals); develops & oversees rate development process for division rate pools; provides analyses on rate pools as necessary; acts as liaison with funding & monitoring sources, customer agencies, vendors, & program managers.	<b>Knowledge of</b> (1) business administration; (2) accounting principles & practices; (3) applicable state & federal laws, rules & regulations governing fiscal operations*; (4) accounts receivable; (5) agency policies & procedures*; (6) government structure & process*; (7) supervision practices & principles; (8) project management; (9) employee training & development; (10) fiscal reporting; <b>Skill in</b> (11) use of personal computer & associated hardware/software (e.g., MS Office, PeopleSoft/OAKS, other accounting software); <b>Ability to</b> (12) deal with large number of fiscal variables & determine specific course of action; (13) handle routine & sensitive inquiries from & contacts with officials, other state employees, Governor's Office, & general public; (14) maintain procedures that ensure timely payment of invoices, distribution of receivables, & accurate fiscal reporting.
		*Developed after employment.

  

JOB CODE 66586	List Position Numbers & Job Titles of Positions Directly Supervised:  SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15
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# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Business Office

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006593

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Payables & Receivables Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

SEE TABLE OF ORGANIZATION

☒ Permanent  
☐ Temporary  
☐ Intermittent

☒ Classified  
☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22  
PR 15  
Page 2 of 2

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
50	Manages unit responsible for division's financial reporting to ensure program managers are provided with fiscal information necessary to manage their programs: meets with managers on a regular basis to interpret data & assist with their requirements; ensures preparation & maintenance of financial reports such as Statewide Cost Allocation Program (SWCAP), Generally Accepted Accounting Principles (GAAP), & Internal Accounting Control Program (IACP), reports, records, studies & correspondence related to fiscal activities & operations; approves accounting procedures in accordance with IACP objectives; at the direction of the Business Manager, oversees & is responsible for making rate calculations for all OIT services & for monitoring the performance of established rates through reporting by cost of service compared to revenue generated for each service; responsible for the management of grant processing functions performed by subordinate employees (e.g., grant reporting requirements, ensures grant terms & conditions are communicated & OIT financial operations are in compliance, handles grant budgets, financial reporting & performance timeframes & other grant monitoring & tracking).	Knowledge of 1, 2, 3*, 4, 5*, 6*, 8, 10; Skill in 11; Ability to 12-14.
10	Performs other related duties as assigned: responds to public inquiries; conducts meetings; participates as committee member; represents OIT in meetings & at conferences.	Knowledge of 1, 2, 3*, 4, 5*, 6*, 8, 10; Skill in 11; Ability to 12-14.

\*Developed after employment.

JOB CODE  
66586

JOB TITLE  
Financial Manager

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

8/12/15