



POSITION DESCRIPTION	JOB TITLE: Senior Financial Analyst	AGENCY/DEPT ID
	PN: 20019700 JOB CODE: 66563	AGE912000
DEPARTMENT DESCRIPTION Fiscal Division	AGENCY-SPECIFIC INFORMATION	

REASON FOR CHANGE Update			COUNTY OF EMPLOYMENT Franklin	
USUAL WORKING TITLE OF POSITION Sr Analyst - Accounting		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20019753 Accounting Manager		
APPOINTMENT TYPE Permanent	CLASSIFIED INDICATOR Classified	OVERTIME STATUS Overtime Eligible	FILLED/VACANT VACANT	BARGAINING UNIT 14
This row is to identify position specific variables for certain classifications				
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 08:00 AM TO: 05:00 PM				
JOB DESCRIPTION				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
65	Under the direction of the Accounting Manager, this position independently performs accounts payable, accounts receivable, and accounting functions requiring research, analysis, critical thinking, and problem solving. Receives, reviews, codes, and processes invoices; creates requisitions and encumbers funds in the Ohio Administrative Knowledge System (OAKS); verifies fund, allotment, and encumbrance balances; reviews FSS payment entries and OAKS coding; resolves payment issues, exceptions, and approves vouchers in OAKS. Receives and processes checks, ACH, wire payments, lockbox deposits, and other receipts; prepares revenue pay-in documents and Accounts Receivable Intra-State Transfer Vouchers (ISTVs); monitors fund receipts and deposit approvals; applies payments to invoices; creates revenue journal entries; monitors unapplied payments; and completes monthly revenue reconciliations. Researches and resolves discrepancies involving customers, vendors, payment processors, and agency program areas. Performs fiscal year setup; updates SpeedCharts and the agency chart of accounts; maintains fiscal ledgers; updates equipment asset records in OAKS Asset Management (OAKS-AM); prepares Journal Vouchers and other accounting adjustments; prepares payroll journal; completes federal draws and refunds; and generates financial reports using OAKS and OAKS Business Intelligence (BI). Reviews, processes, and approves payment card (P-Card) transactions in PREP. Serves as a designated Cognos report owner and works with the Information Systems Division (ISD) to support accurate financial reporting. Completes daily OAKS reviews for budget matching, voucher acceptance, payment exceptions, and other fiscal issues; verifies		KNOWLEDGE: (K042) Budgeting; (K043) Bookkeeping; (K045) Accounting; (K058*) Agency Policies & Procedures. SKILL: (S044) Equipment Operations (personal computer, printer, phone); (S046) Spreadsheets; (S054) Enterprise Accounting Systems; (S055) Critical Thinking. ABILITY: (A067) Reasoning: define problems, collect data, establish facts & draw valid conclusions; (A076) Numerical: comprehend & record figures accurately; (A078) Numerical: calculate fractions, decimals & percentages; (A094) Verbal: maintain accurate records; (A115) Clerical: gather, collate & classify information about data, people or things.	

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JOB DESCRIPTION		
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	fund availability and allotments; provides fiscal support to agency program areas; and manages routine and sensitive inquiries regarding invoices, payments, reimbursements, and other fiscal matters.	
25	Serves as a fiscal resource for AGE employees and program areas by providing guidance on financial resources, purchasing, payments, and fiscal requirements. Makes recommendations regarding requisitions, purchase orders, contracts, exceptions, and cost projections; conducts benefit analyses; compares similarly situated procurements; and documents business needs, timelines, specifications, risks, and strategies. Assists Financial Managers and Fiscal Division staff with grant activations, grant and Medicaid-related financial issues, and other accounting activities. Provides backup support to Procurement and Budget Analysts for purchase orders. Provides administrative fiscal support including maintaining accounting and electronic records; processing mail and documents; records retention; fleet vehicle reservations; supply ordering; responding to inquiries; and reporting and resolving system issues. Provides customer service, attends required training, represents the agency at program and inter-agency meetings with OBM, FSS, TOS, DAS, and other state agencies, and recommends improvements to fiscal policies, procedures, and operations.	ABILITY: (A101) Verbal: PROOFREAD TECHNICAL MATERIALS, RECOGNIZE ERRORS & MAKE CORRECTIONS; (A118) Interpersonal: cooperate with co-workers on group projects; (A130) Provide effective customer service; (A136) Take initiative & implement innovative ideas; (A137) Be accountable for one's actions or inactions; (A139) Manage time effectively.
10	The Employer retains the right to assign or modify duties associated with this position as necessary. Additional responsibilities may include assisting and serving as backup to other employees within the Fiscal Division; performing other accounting, fiscal, and administrative duties; attending training; providing customer service; and supporting agency fiscal practices and operations as assigned.	KNOWLEDGE: (K083) Quality Improvement Methodology. ABILITY: (A096) Verbal: SCREEN MAIL; A130; (A135) Seek continuous educational opportunities; A136; A137; A139; (A140) Embrace diversity, equity, and inclusion.
		(*) Developed after employment
	Technical Skills Customer Service Payroll Professional Skills: Attention to Detail Written Communication Ethics and Values	Class Competencies: Analyzing Data or Information Getting Information Working with Computers



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	Time Management	
POSITION NUMBERS/JOB TITLES OF POSITIONS DIRECTLY SUPERVISED		APPOINTING AUTHORITY
		APPROVAL DATE