

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> State Accounting Financial Analyst	<u>SERIES NUMBER</u> 6622
	<u>MAJOR AGENCIES</u> Office of Budget & Management Only	<u>EFFECTIVE</u> 12/14/2014

SERIES PURPOSE
The purpose of the State Accounting Financial Analyst classification is to review, analyze, research, evaluate, & process financial transactions for state agencies.

NOTE: Class is reserved for use by the Office of Budget & Management only.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Accounting Financial Analyst 1	66221	27	12/14/2014

CLASS CONCEPT
The entry level class works under general supervision & requires working knowledge of accounting & OBM & state policies & procedures governing Ohio Administrative Knowledge System (OAKS) financials modules & fiscal review procedures in order to review selected vouchers &/or payment card transactions from state agencies for accuracy, completeness, & compliance with applicable laws, rules, & regulations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Accounting Financial Analyst 2	66222	29	12/14/2014

CLASS CONCEPT
The intermediate level class works under general supervision & requires considerable knowledge of accounting & OBM & state policies & procedures governing Ohio Administrative Knowledge System (OAKS) financials modules & fiscal review procedures in order to analyze, research, & evaluate state agency financial transactions.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Accounting Financial Analyst 3	66223	31	12/14/2014

CLASS CONCEPT
The advance level class works under general direction & requires thorough knowledge of accounting & OBM & state policies & procedures governing Ohio Administrative Knowledge System (OAKS) financial modules & related transactions in order to analyze, reconcile, & prepare complex state agency financial transactions.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Accounting Financial Analyst 1	66221	09	12/14/2014	27

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Reviews routine vouchers &/or payment card transactions from state agencies for accuracy, completeness, & compliance with applicable laws, rules, & regulations.
2. Operates personal computer to review & approve vouchers & perform on-line queries.
3. Acts as receptionist & distributes mail.

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; OBM's laws, rules, policies, & fiscal review procedures & process relative to reviewing vouchers & payment card transactions*; OAKS financial modules*. Skill in use of personal computer & spreadsheet software; photocopier. Ability to apply knowledge of laws, rules, & policies to determine appropriateness of payments; gather, collate, & classify information about data, people, or things; handle routine business inquiries with government personnel.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

12 months training or 12 months experience in auditing or accounting.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Accounting Financial Analyst 2	66222	09	12/14/2014	29

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Analyzes, researches, & evaluates state agency financial transactions.
 - a. Reviews vouchers &/or payment card transactions questioned &/or denied by State Accounting Financial Analyst 1, 66221.
 - b. Reviews complex voucher types (e.g., food & grant-related transactions).
 - c. Researches customer inquiries & assists agencies with problem resolution.
 - d. Researches, analyzes, & recommends the proper fields &/or documents required for review of vouchers & payment cards transactions.
 - e. Evaluates the voucher types & payment card transactions to be reviewed on a continuous basis.
 - f. Prepares reports of findings & recommendations based on analysis performed.
 - g. Researches state & federal rules, policies, & procedures to evaluate allowable payments.
 - h. Tracks & monitors types of errors made by agencies & evaluates for statewide trends.
 - i. Reviews selected requisitions & supporting documentation related to personal service contracts for accuracy, completeness, & compliance with applicable laws & rules.
 - j. Reviews, analyzes, & enters reversal vouchers when required for adjustment.
 - k. Processes IRS liens, judgments, & settlements.
 - l. Reissues warrants that void for age.
 - m. Issues new payment cards to state employees or cancels payment cards of inactive employees.
 - n. Suspends & restores payment card accounts for cardholders that are not compliant with payment card policy.
 - o. Evaluates & recommends approval of requests for waivers to the payment card policy.
 - p. Assists with development of procedural documentation.

2. Monitors state agency transaction activity, enters, reviews & approves transactions, & generates reports.
 - a. Generates monthly agency reports.
 - b. Enters approved controlling board waiver documents into OAKS.
 - c. Reviews & approves Intra-State Voucher (ISTV) transactions.
 - d. Creates vouchers for certain subsidy payments (e.g., veterans organizations & Ohio Historical Society).
 - e. Enters cash transfer memorandums issued by the Director of OBM.
 - f. Notifies agencies of payment card fraud suspected by bank.
 - g. Updates payment card account approver proxies in OAKS.
 - h. Conducts daily payment card reconciliation to ensure bank credited payment shown in OAKS.

3. Performs lead work as assigned
 - a. Provides training to State Accounting Financial Analyst 1, 66221.
 - b. Generates & distributes report for voucher review monitoring to State Accounting Financial Analyst 1, 66221.
 - c. Reviews sample of vouchers reviewed by State Accounting Financial Analyst 1, 66221 for accuracy.
 - d. Monitors & evaluates the number of vouchers being assigned & reviewed by State Accounting Financial Analyst 1, 66221 & the time to review.

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; OBM & state policies & laws governing OAKS financial modules & related transactions; supervisory principles & techniques*; employee training & development*. Skill in use of personal computer & spreadsheet software; photocopier. Ability to understand government accounting system & principles & be able to analyze, define, & resolve related problems; gather, collate, & classify information about data, people, or things; prepare meaningful, accurate & concise records & reports; handle routine & sensitive contacts with & inquiries from government personnel.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in accounting.

-Or 12 months experience as State Accounting Financial Analyst 1, 62211.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Accounting Financial Analyst 3	66223	14	12/14/2014	31

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Analyzes, reconciles, & prepares complex state agency financial transactions.
 - a. Verifies, analyzes, adjusts, reconciles, & uploads/enters operating & capital appropriation journals from legislation, controlling board actions, executive orders, or Director memorandums.
 - b. Verifies, analyzes, adjusts, reconciles, & uploads/enters operating & capital allotment journals from legislation, controlling board actions, or executive orders.
 - c. Reviews, analyzes, & reconciles daily revenue & disbursements with Treasurer of State.
 - d. Reviews, analyzes, & approves revenue modifications.
 - e. Prepares OBM section of Statewide Cost Allocation Plan (SWCAP).
 - f. Researches customer inquiries & assists agencies with problem resolution.
 - g. Processes EFT returns & rejects from the bank.
 - h. Processes recalls & reversals from bank requests by agencies.
 - i. Processes forgery requests.
 - j. Assigns & inputs Fund, Account, & Appropriation Line Item chartfields into OAKS & updates corresponding chartfield & tree attributes.
 - k. Files all sections of SWCAP & acts as central point of contact for the State with the federal government.

2. Reviews, verifies, & inputs complex state agency financial transactions.
 - a. Reviews, verifies, & inputs corrections & posts payroll journals.
 - b. Enters cash transfer memorandums issued by the Director of OBM.
 - c. Reviews & approves petty cash requests & replenishments.
 - d. Reviews & approves journal vouchers requiring OBM review.
 - e. Reviews & approves spreadsheet journals.
 - f. Inputs necessary revenue documents (RHRs & state surplus sales).
 - g. Monitors various reports to ensure revenue documents are processed in a timely manner.
 - h. Reviews revenue documents ensuring expense account is in compliance with OBM policy.
 - i. Processes EFT & warrant cancellations.
 - j. Processes notifications from banks regarding incorrect vendor account information.
 - k. Researches vendors based on agency inquiries regarding EFT or warrant payments.
 - l. Processes stop payments for all accounts in OAKS FIN.
 - m. Processes payroll stop payments in Treasurer of State system.
 - n. Processes financial-related records requests.
 - o. Sorts, secures, & distributes state warrants.

3. Provides training to State Accounting Financial Analysts, as assigned.

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; OBM & state policies & laws governing OAKS financial modules & related transactions; employee training & development*. Skill in use of personal computer & spreadsheet software; photocopier. Ability to understand government accounting system & principles & be able to analyze, define, & resolve related problems; gather, collate, & classify information about data, people, or things; prepare meaningful, accurate, & concise records & reports; handle routine & sensitive contacts with & inquiries from government personnel.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in accounting; 24 months experience in government accounting position in state agency paid by authority of Director of Office of Budget & Management.

-Or 24 months experience as State Accounting Financial Analyst 2, 62212.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.