

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Financial Analyst

MAJOR AGENCIES

All Agencies

SERIES NUMBER

6656

EFFECTIVE

DRAFT

SERIES PURPOSE

The purpose of the financial analyst occupation is to prepare, process &/or analyze accounting records, financial statements, &/or other financial reports & data.

Glossary – the terms below are to be interpreted as follows wherever they appear in the classification specification:

ACH – Automated Clearing House

Advanced level of experience in spreadsheet software – advanced formulas, pivot tables, macros

AGO – Ohio Attorney General’s Office

A/P – Accounts Payable

A/R – Accounts Receivable

ASAP – U. S. Automated Standard Application for Payments

Basic level of experience in spreadsheet software – entering data, sorting/filtering, basic functions (e.g., sum, average, subtotal), formatting

BI – Business Intelligence reporting module of Ohio Administrative Knowledge System

CAP – Corrective Action Plan

DPM – U.S. Division of Payment Management

ERP – Enterprise Resource Planning system

FIN – Financials module of Ohio Administrative Knowledge System

G5 – U.S. Department of Education federal grant system

Intermediate level of experience in spreadsheet software – basic formulas (e.g., lookup, IF/OR, linking), charts, graphs, tables, conditional formatting

ISTV – Intrastate Transfer Voucher

MBE/EDGE – Minority Business Enterprise/ Encouraging Diversity, Growth & Equity

Multi-purpose workcentre – printer/copier/scanner/fax machine

OAKS – Ohio Administrative Knowledge System

OBM – Ohio Office of Budget & Management

OIL – Occupational Injury Leave

OSS – Ohio Office of Shared Services

POA – Period of Availability

SFY – State Fiscal Year

TOS – Ohio Treasurer of State

Job duty, knowledge, skill, & ability statements at a lower-level are understood to be able to be performed at any higher level.

JOB TITLE

Financial Associate

JOB CODE

66561

PAY GRADE**EFFECTIVE**

DRAFT

CLASS CONCEPT

The entry level class works under immediate supervision & requires some knowledge of accounting systems & procedures in order to prepare, compile & verify statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable &/or perform payroll activities.

JOB TITLE

Financial Analyst

JOB CODE

66562

PAY GRADE**EFFECTIVE**

DRAFT

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of accounting systems & procedures in order to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards.

JOB TITLE

Senior Financial Analyst

JOB CODE

66563

PAY GRADE**EFFECTIVE**

DRAFT

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of accounting systems & procedures in order to independently or as a lead worker (i.e., provide work direction & training) research & analyze complex information to resolve errors, modify data &/or determine appropriate action with external involvement, &/or administer the fiscal aspect of grant(s).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Financial Associate	66561	14	DRAFT	

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.)

- 1a. Prepares, compiles & verifies statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable:
- Enters transactions (e.g., vouchers, requisitions, ISTVs) & submits for approval
 - Receives & records revenue (e.g., cash, checks, credit/debit, ACH), invoices, vouchers & supporting documentation
 - Codes documents according to agency procedures
 - Verifies accuracy of data & revises any errors (i.e., checks figures, postings, reports & documents for correct entry, mathematical accuracy, & proper codes)
 - Prepares revenue deposits by compiling data, verifying & balancing receipts, & sending cash, checks, or other forms of payment to banks
 - Matches purchasing documents with invoices & receiving documents, & records necessary information
 - Keeps financial records using journals & ledgers or computers
 - Processes stop, lost & stale-date payments
 - Enters payment card transactions according to agency procedures
 - Records & analyzes information using spreadsheets, databases, &/or accounting software
 - Performs calculations & produces documents using 10-key calculators, computers, & multi-purpose workcentres
 - Conducts basic reconciliation or notes & reports discrepancies found in records (e.g., payroll, lock boxes, deposits)
 - Prepares pre-processing forms for OSS
 - Verifies vendor transactions are coded appropriately to capture data for State initiatives/programs (e.g., MBE/EDGE, Community Resource Program)

&/OR

- 1b. Performs payroll activities:
- Reviews timesheets to detect & resolve payroll discrepancies
 - Processes paperwork for new employees (e.g., I-9, benefit enrollment forms) & enters employee information into the payroll system
 - Verifies attendance, hours worked, & pay adjustments, & posts information onto designated records
 - Records employee information (e.g., exemptions, transfers, & resignations) to maintain & update payroll records
 - Reconciles leave time (e.g., vacation, personal & sick leave) for employees
 - Compiles employee time & payroll data from timesheets & other records
2. Performs other related accounting duties:
- Contacts customers to obtain or relay account information
 - Accesses computerized financial information to answer general questions as well as those related to specific accounts
 - Performs general office duties (e.g., files; answers telephones; handles routine correspondence)
 - Balances petty cash (e.g., reconciles receipts & cash to authorized level; prepares documents to support replenishment of cash)
 - Makes travel arrangements for staff
 - Enters, reconciles & maintains asset records in asset management system (e.g., labels new asset; completes surplus reports)
 - Contacts prospective vendors to establish in OAKS & agency system or modifies vendor information

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations*; ERP systems* (e.g., OAKS FIN) &/or federal accounting system*; purchasing *; budgeting*. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases,

word processing), multi-purpose workcentres; OAKS BI reporting*. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; collaborate with co-workers on group projects &/or respond to general inquiries from employees, public & government officials.

(*)Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of associate core program in business administration, accounting, finance or related field.

-Or completion of high school technical program in accounting; 6 mos. exp. or 6 mos. trg. in accounting or finance to include a basic level of experience in spreadsheet software.

-Or 18 mos. exp. or 18 mos. trg. in accounting &/or finance to include a basic level of experience in spreadsheet software.

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

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Financial Analyst	66562	14	DRAFT	

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. Examines &/or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards:
 - Conducts complex reconciliation of records (e.g., MBE/EDGE, payment card threshold, Medicaid)
 - Determines coding for transactions
 - Develops forms & manuals for accounting procedures
 - Researches & analyzes transaction errors (e.g., budget, coding, interface) & resolves without external involvement
 - Administers accounts outside of TOS (e.g., custodial, independent, client, inmate)
 - Researches questionable &/or unauthorized payment card transactions
 - Monitors & analyzes outstanding A/R
 - Reviews expenditures to ensure allowable costs are within the POA
 - Monitors CAP for state &/or federal auditors
2. Performs payroll activities:
 - Reconciles complex leave information in OAKS &/or agency-specific system (e.g., military, OIL, disability, workers' compensation, garnishments)
 - Processes off-cycle manual paychecks
3. Performs other related accounting duties:
 - Determines the amount for daily cash draws
 - Closes out allocations at end of SFY
 - Calculates service charges from established rates
 - Performs debt collection process (e.g., determines late payments & sends notices; creates payment schedules; certifies unpaid invoices to AGO)

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations*; ERP systems* (e.g., OAKS FIN) &/or federal accounting system*; purchasing*; budgeting. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases, word processing), multi-purpose workcentres; OAKS BI reporting*. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; concentrate with attention to detail; deal with many variables & determine specific action; collaborate with co-workers on group projects &/or respond to confidential & sensitive inquiries from employees, public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in business administration, accounting, finance or related field; 6 mos. exp. or 6 mos. trg. in accounting &/or finance to include an intermediate level of experience in spreadsheet software.

-Or 30 mos. exp. or 30 mos. trg. in accounting &/or finance to include an intermediate level of experience in spreadsheet software.

-Or 12 mos. exp. as Financial Associate, 66561.

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

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 mos. of required accounting/fiscal experience referenced in this portion of the minimum qualifications.

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Senior Financial Analyst	66563	14	DRAFT	

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.)

1a. Independently or as lead worker (i.e., provides work direction & training) researches & analyzes complex information to resolve errors, modify data, &/or determine appropriate action with external involvement (e.g., OBM, Controlling Board, federal government, Medicaid):

- Designs & builds custom financial reports in various systems (e.g., BI, FIN, Access)
- Synthesizes data from multiple financial sources to create reports/presentations for internal/external stakeholders
- Prepares & analyzes CAP for state &/or federal auditors
- Establishes & adjusts payment schedules in OAKS &/or agency system as needed
- Serves as liaison to troubleshoot any financial issues, questions & communications (e.g., audit, OSS)
- Reconciles & resolves disputes with accounts outside of TOS
- Assists in updating & recommends changes in fiscal policy

&/OR

1b. Administers fiscal aspects of grant(s):

- Collaborates with program office to assemble, review & analyze documents for grant applications
- Establishes the fiscal monitoring of approved grants to ensure quality assurance throughout all processes by reviewing available funds in compliance with state & federal procedures
- Prepares, updates & reviews grant reports
- Closes out allocations at end of POA
- Coordinates cash drawdowns with internal/external entities
- Serves as liaison with federal accounting systems (e.g., DPM, ASAP, G5)

4. Performs other related accounting duties:

- Appraises & evaluates personal property & equipment, recording information such as the description, value & location of property
- Establishes depreciation schedules
- Assists budget office with forecasting/trend analysis
- Trains agency staff on fiscal policies & procedures

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations*; ERP systems* (e.g., OAKS FIN) &/or federal accounting system*; purchasing*; budgeting; employee training & development*. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases, word processing), multi-purpose workcentres; OAKS BI reporting*. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; concentrate with attention to detail; deal with many variables & determine specific action; collaborate with co-workers on group projects &/or respond to confidential & sensitive inquiries from employees, public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of graduate core program in business administration, accounting, finance or related field; 6 mos. exp. or 6 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software.

-Or completion of undergraduate core program in business administration, accounting, finance or related field; 18 mos. exp. or 18 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software.

-Or 42 mos. exp. or 42 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software.

-Or 12 mos. exp. as Financial Analyst, 66562.

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

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 mos. of required accounting/fiscal experience referenced in this portion of the minimum qualifications.

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be required to work long or unusual hours during peak operational periods.