NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Fiscal Officer 1	CODE: 66531C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from higher-level fiscal officer, administrative division chief, deputy director, business administrator or other administrative superior, directs, coordinates & monitors variety of fiscal activities for agency, institution, unit or specialized fiscal section of agency division or department, provides direct supervision to accounting, clerical or other support staff involved in fiscal & bookkeeping activities &/or assists higher-level fiscal officer or other administrative superior in fiscal control activities (e.g., fiscal planning & policy development, monitoring of bookkeeping operations);

Note: Classification is not to be used for positions assigned only responsibility for budget analysis for section, division, bureau or agency. Supervision cited herein is defined as "has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees; to responsibly PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	71-81	Directs, coordinates & monitors variety of fiscal management & control activities (e.g., authorizes obligations, purchases, expenditures & payments; manages fiscal & monitoring aspects of special grants; prepares & monitors agreements & contracts with consultants; monitors accounts payable & receivable, inventory, account allocation planning & payroll budget activities; reviews & approves travel expenses; maintains petty cash funds; establishes & implements accounting or auditing procedures; directs budget preparation per appropriation accounting guidelines, ensures compliance with applicable agency, state &/or federal regulations) for agency, institution, unit or specialized fiscal section of agency division or department, directly supervises subordinate employees involved in fiscal & bookkeeping activities & operations (e.g., auditing of accounts, recording of transactions, maintaining of control accounts, processing of requisitions or encumbrances, typing of vouchers, maintaining of ledgers preparing of remittances & payroll) & assists higher-level fiscal officer or other administrative superior in fiscal control activities (e.g., fiscal planning & policy development, monitoring of bookkeeping/operations).	Knowledge of (1) management/supervision techniques*, (2) bookkeeping, (3) cost accounting, (4) financial accounting, (5) public accounting, (6) purchasing/procurement to include inventory control, purchasing problems, principles of purchasing &/or value analysis, (7) finance (e.g., admininistrative regulation; financial analysis & planning; applications of funds; managerial finance), (8) human resources management*, (9) agency, state &/or federal statutes, rules & regulations & procedures governing fiscal activities*; skill in (10) equipment operation (e.g., adding machine, calculator, video display terminal); ability to (11) define problems, collect data, establish facts & draw valid conclusions regarding fiscal control & management activities, (12) prepare &/or edit technical fiscal materials, (13) establish friendly atmosphere as supervisor.

(991)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

Completion of undergraduate major program core coursework in accounting (or 2 yrs. exp. in accounting & auditing); or equivalent. Note: applicants with only bookkeeping exp. do not qualify.

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FUNCTION: direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment."

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	9-19	Prepares & maintains &/or oversees preparation & maintenance of records, reports, studies &/or correspondence related to fiscal activities & operations (e.g., financial statements, funding information, progress reports, inventory reports, financial status information, correspondence responding to inquiries of vendors; records regarding usage of copy machine, employee vacation & sick time records, employee retirement records, fiscal analyses, cost forecasts, layoff information, narrative reports including analyses of project salaries & program costs, quarterly claim reports to federal agency for program expenditure & collections).	Knowledge of 1*, 2, 3, 4, 5, 6, 7, 9*; skill in 10; ability to 11, 12, 13, (14) gather, collate, classify information about data, people or things.
3	5-15	Advises supervisor &/or other administrative staff (e.g., department heads) on fiscal &/or budgetary matters, procedures or problems (e.g., assists in program direction, interprets applicable regulations, policies or rules) & performs various fiscal or non-fiscal related miscellaneous tasks (e.g., represents agency or division at fiscal conferences, seminars or meetings with state & federal agency representatives; interviews prospective employees; assumes responsibilities of supervisor in his/her absence; answers telephone calls &/or transfers to appropriate parties; oversees maintenance of office equipment; processes vehicle accident claims; acts as consultant to recipients of project or grant funds with reference to fiscal or accounting problems; negotiates with local officials or other agencies regarding financial arrangements, grant applications).	Knowledge of 1*, 3, 4, 5, 6, 7, 9*, (15) public relations; ability to 11, 14, (16) interview job applicants effectively.

(942)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: