NEW AUG 0 2 1987

| OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity* | CLASS TITLE: Fiscal Officer 2 | CODE: 66532C |
|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: County, Univ. |

FUNCTION: Under general direction from fiscal officer 3, deputy director, accounting manager 1, business administrator 3 or 4 or other administrative superior, plans, directs, manages & coordinates fiscal program for agency, institution, or district or specialized division, unit or section within agency, directly supervises professional & assigned clerical personnel involved in fiscal operation activities & assists in development of &/or develops policies & conducts financial planning regarding fiscal operations;

Note: 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 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 |
|---|---|---|---|
| 1 | 58-68 | Plans (i.e., develops &/or assists in development of fiscal & financial plans & policies) directs, coordinates & manages fiscal control activities (e.g., coordinates & ensures establishment of encumbrances for improved fiscal control in processing of transactions; develops financial reporting controls over appropriations, funds & obligations; designs & updates fiscal accounting procedures & ensures operation compliance with applicable state &/or federal regulations; manages & ensures compliance in handling of federal grants; participates in budget preparation; monitors reimbursement of federal monies or expenditure of funds for state & subcontractor programs; controls purchasing activities within allottment guidelines; approves payments & reviews & approves contracts & payroll vouchers; controls fund distribution to various accounts; authorizes & oversees inventory control & travel reimbursement functions) for agency, institution, district, limit or specialized fiscal section of agency, division or department, directly supervises bookkeeping, accounting, auditing &/or fiscal officer & clerical support personnel involved in fiscal operation activities & trains in same. | 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., administrative regulation; financial analysis & planning; application 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, Cathode Ray Terminal or other video display); 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 division or large section chief. |

(943)

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) plus 6 mos. fiscal management exp. & 3 mos. supervision/management exp.; or equivalent.

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| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 2 | 14-24 | Prepares, maintains & oversees preparation & maintenance of records, reports, studies &/or correspondence related to fiscal activities & operations (e.g., analytical reports of fiscal operations, statistical financial statements, cash flow projections, manpower forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions & summaries, correspondence concerning status of payments or department policy explanations, reports regarding action to be taken to improve agency fiscal operation). | Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9*; skill in 10; ability to 11, 12, 13, (14) gather, collate & classify information about data, people or things. |
| 3 | 13-23 | Advises administrative officials regarding budgetary & fiscal matters (e.g., interprets relevant legal & procedural regulations &/or departmental policies), acts as liaison with other sections or agencies (e.g., coordinates activities of division with other sections, counsels agencies regarding budget management & administration or matters of fees & payment policies, represents agency or department in meetings or conferences) & performs various fiscal related & nonfiscal miscellaneous tasks (e.g., interviews prospective employees, assumes responsibilities of supervisor in his/her absence, serves as forms coordinator & is responsible for reproduction of division forms, acts as contact person for state & federal auditors). | Knowledge of 1, 3, 4, 5, 6, 7, 9*, (15) public relations; ability to 11, 14, (16) interview job applicants effectively. |

(944)

1231-7-17

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