

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Finance Officer

SERIES NO.:

6652AG

MAJOR AGENCIES:

Attorney General only

EFFECT. DATE

07/26/1998

SERIES PURPOSE The purpose of the finance officer occupation is to process purchasing, payment & revenue activities for the Office of the Attorney General.

CLASS TITLE:

Finance Officer

CLASS NUMBER:

66521AG

EFFECTIVE DATE:

06/26/1994

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of accounting & fiscal operations in order to receive, deposit & record all revenue collected by agency & code, process & review payment & purchasing activities.

CLASS TITLE: Finance Officer	CLASS NUMBER: 66521AG	BARGAINING UNIT: 47
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EFFECTIVE DATE:

07/26/1998

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.)

Codes & processes invoices for payment, reviews invoices for accuracy, audits invoices to make document comply with rules & regulations of Office of Budget Management guidelines, determines funding for documents & verifies availability of funds, reviews purchase order requests for funding documents & verifies availability of funds, reviews purchase order requests for funding availability, proper section coding of expense, delay in services requested or invoices not received, researches vendor information to insure items ordered comply with state purchasing rules & regulations in such areas as state term contract availability or vendor annual total limits, processes & distributes computerized orders, receives, deposits & records all revenue collected by agency, processes travel reimbursements & other related travel expenses, reviews documents to insure applicable rules & policies are followed, prepares worksheets with fund coding & expense coding for data entry into Central Accounting Systems & enters documents into system & prints, assembles & submits invoice voucher requests to state accounting for review & processing.

Maintains records of all payments that are processed, computerized reports & summaries of expenses for each transaction; develops fiscal programs on computerized reports which facilitates agency efficiency & assists with office budget cost projections (i.e., annual law enforcement conference section, spending trends & revenue projections).

Trains & supplies information to employees in finance area regarding proper process for any type of transaction which involves office expense, assists co-workers with various finance issues & handles phone inquires from employees, vendors & general public related to expense reimbursement & payment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of purchasing procedures; accounting; fiscal operations; cost projections & spending trends; applicable state &/or federal laws, rules, procedures & standards governing fiscal &/or budgetary operations* & employee training & development*. Skill in operation of personal computer*. Ability to define unusual problems, collect data, establish facts & draw complex conclusions; prepare &/or edit technical fiscal reports, records &/or correspondence; gather, collate & classify information about data, people or things; handle sensitive inquiries from agency or disagreeable public & contacts with federal employees.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in accounting, public finance or public or business administration; 18 mos. exp. in accounting, fiscal &/or budgetary management (e.g., purchasing activity, revenue processing, fiscal report analysis).

-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.