

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

Fiscal Officer

SERIES NO.:

6653

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

07/10/2005

SERIES PURPOSE:

The purpose of the fiscal officer occupation is to supervise or coordinate & monitor &/or perform variety of fiscal &/or budgetary operations for assigned division, fiscal programs, agency or institution to ensure proper control & compliance with applicable laws, rules & accounting standards.

At the lowest level, incumbents coordinate, monitor & perform variety of fiscal operations. At the middle levels, incumbents supervise personnel assigned to carry out various fiscal operations, with the level assigned being dependent upon the scope of responsibility.

At the highest levels, incumbents supervise personnel assigned to carry out fiscal functions & either act as chief fiscal officer or assistant director of finance or administrative operations, with the level being dependent upon size & type of agency; or in Ohio Department of Health, act as office chief of budget management & analysis, or in Ohio Department of Job & Family Services, act as chief over assigned bureau, or in Ohio Department of Transportation, act as manager of bureau of payroll & federal accounting or office of accounting; or in Department of Youth Services, act as division chief of accounting or division chief of budgeting & control.

Note: For positions involved in supervising/managing or performing various budgetary &/or fiscal & the following specified support services functions, please refer to Business Administrator, 6331 series. Support services can be any combination or all of following functions: laundry, commissary operations, food service, housekeeping of institutions housing inmates, youth offenders, consumers, clients or residents, physical plant &/or powerhouse, farm operations, groundskeeping.

CLASS TITLE

Fiscal Specialist 1

CLASS NUMBER

66531

PAY RANGE

30

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The first full performance level class works under direction & requires considerable knowledge of business administration &/or accounting in order to coordinate, monitor & perform variety of fiscal &/or assist in performing budgetary functions for assigned division, fiscal programs, agency or institution.

CLASS TITLE

Fiscal Specialist 2

CLASS NUMBER

66532

PAY RANGE

32

EFFECTIVE

07/20/1997

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of business administration &/or accounting in order to prepare biennial budget & monitor budget for assigned division or small-medium size institution or agency with no subordinate staff or to prepare & analyze various financial statements & cost/accounting reports for assigned agency.

CLASS TITLE

Fiscal Officer 1

CLASS NUMBER

66535

PAY RANGE

12

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The first supervisory level class works under direction & requires considerable knowledge of business administration & accounting in order to supervise personnel & plan & manage all fiscal operations of office/bureau/division or fiscal programs of elected official or small to large size institution, or act as assistant auditor of transportation district & supervise staff, or supervise staff assigned to specialized fiscal unit processing billings for laboratory test services, or process & approve Centrex & long distance common carrier bills for payment & coordinate telephone credit card program for all state agencies, or in Department of Natural Resources, plans & manages combination of fiscal, accounting & budgetary functions in one office, (i.e., Office of Coastal Management), & supervise assigned staff, or supervise personnel in preparing & monitoring budget for assigned division or for small to medium size agency that is solely funded by general revenue or supervise personnel assigned to one unit (i.e., at least one subordinate employee must be classified as Fiscal Specialist 1 or 2, 66531-66532) engaged in preparation & analysis of variety of fiscal &/or budgetary transactions (i.e., excludes any functions related to timekeeping, payroll disbursement journal, calculations impacting employees' pay) in

support of higher-level fiscal officer or business administrator in medium to largest state agency/commission or small agency/commission which is not solely state funded.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Fiscal Officer 2	66536	14	03/07/2004

CLASS CONCEPT:

The second supervisory level class works under direction & requires thorough knowledge of business administration & accounting in order to supervise personnel & plan & manage all fiscal operations of largest, non-adult correctional institution (i.e., all Youth Services institutions; in Department of Mental Health, Cambridge, Central Ohio Psychiatric, Dayton, Massillon & Toledo Mental Health Centers/Hospitals or institution with comparable client & employee population or budget; in Department of Mental Retardation, Warrensville & Northwest Ohio Developmental Centers or developmental center with comparable resident & employee population or budget), or supervise staff & plan & manage all fiscal & budgetary operations for commission that is not decentralized or for small/medium size agency that is multifunded, or supervise employees & act as chief auditor of transportation district, or manage all fiscal functions of particular category for large/largest decentralized agency (e.g., all accounts payable &/or receivable, all deposits, all processing of purchase orders, all grant outlays & grantee reimbursements) & supervise employees, or supervise employees in monitoring fiscal activities of all institutions in assigned region or of all regional/district offices from central office location, or plan & manage combination of fiscal, accounting & budgetary functions & supervise employees for elected official or large board (i.e., Library Board only) or division of agency, or agency responsible for large volume of grant funding monies (i.e., Office of Criminal Justice Services), or supervise lower-level personnel engaged in budget preparation & analysis for large/largest agency, or in Department of Natural Resources, plan & manage combination of fiscal, accounting & budgetary functions for one division that is multi-funded &/or has size of less than 300 employees & supervise assigned staff, or serve as assistant over budgetary functions & assigned fiscal operations of division (i.e., revenue & cash flow analysis) to primary fiscal/business administrator in Division of Parks & Recreation & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Fiscal Officer 3	66537	15	03/07/2004

CLASS CONCEPT:

The first managerial level class works under general direction & requires extensive knowledge of business administration & accounting in order to assist in overall fiscal management & control operations of largest, decentralized agency/commission that is both multi-funded & multifaceted & supervise assigned staff, or supervise staff in development, analysis, monitoring & projection of budget for large/largest agency or for community health/services system, or is chief fiscal officer & supervise employees in carrying out all fiscal & budgetary operations of Veterans' Home or manage all accounts payable & receivable for default student loan claim system & supervise staff, or plan & manage all fiscal & related operations for elected/ appointed official or agency/commission that is not of largest size & is not multi-funded &/or multifaceted, or plan & manage combination of fiscal & related operations for division of large/largest decentralized agency, excluding divisions in Department of Natural Resources, or commission that is multi-funded & multifaceted & supervise staff, or plan & manage allotment & monitor expenditures of funds distributed to other political &/or community agencies (e.g., distribution of funds to school districts or County Departments of Job & Family Services) & supervise staff, or manage purchase of services program & third party billing/reimbursement programs for large/largest agency (i.e., Department of Mental Retardation & Developmental Disabilities) & supervise assigned staff, or in Department of Natural Resources, plan & manage combination of fiscal, accounting & budgetary functions in one division that is multi-funded & size of over 300 employees (i.e., Division of Wildlife) & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Fiscal Officer 4	66538	16	

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires extensive knowledge of business administration & accounting in order to plan, direct & manage all fiscal operations or all fiscal & administrative operations of largest, decentralized agency that is multi-funded & multifaceted (e.g., Job & Family Services, Natural Resources, Workers' Compensation) & supervise assigned staff, or in Ohio Department of Health, act as office chief of budget & management analysis (i.e., direct formulation & implementation of biennium budget operations, tobacco budget

preparation & capital budget preparation, plan, direct & manage all departmental budgets & fund allocation, direct review of program operations to identify trends, need for reallocation of funds to ensure adequate funding is available for necessary services, functions & program resources & plan, direct & manage federally mandated cost allocation plan for agency & analyze proposed legislation, rules & regulations for impact on agency funding & operations), or in Ohio Department of Job & Family Services, act as bureau chief of budget management & analysis (i.e., plan, direct & manage all departmental budgets & allocations to include developing biennium budgets & controlling board requests, coordinating budget development, fund allocation & state pass-through funds to other state agencies, prepare & submit federal budget estimates, monitor & analyze federal & state legislation & budget issues), or act as bureau chief of accounting (i.e., plan, direct & manage all departmental accounts payable & receivable functions to include warrant stop payments & re-issuance, child support & food stamp lien collections, payment card & workflow, & direct analysis of fraud & forgery data for subsequent submittal to attorney general's office), or act as bureau chief of federal financial reporting (i.e., plan, direct & manage methodologies & procedures for multi-agency federal program reporting (e.g., Health, Mental Health, Aging, Development, Education), & negotiates with multiple federal agencies (e.g., Dept of Health & Human Services, Department of Labor & Dept of Agriculture) for Ohio reporting requirements, or act as bureau chief of cost allocation & financial reporting (i.e., plan, direct & manage federally mandated cost allocation plan for agency, agency reconciliation of central accounting system to federal reporting & revenue over-sight function), or act as bureau chief of county finance & technical assistance (i.e., plan, direct & manage allotment, advancement, reimbursement, monitoring & tracking of expenditures for County Departments of Job & Family Services, local workforce investment act boards & workforce development agencies, child support enforcement agencies, public children services agencies) & set allocation formulas for distribution of funds to various county agencies, manage & direct fiscal policy & technical assistance for counties & in addition to preceding options, supervise subordinate supervisory/managerial personnel; or in Ohio Department of Transportation, plan & manage all fiscal activities related to accounting (i.e., revenues & disbursements), purchasing (i.e., oversee development, implementation & enhancement of automated purchasing system, automated modification system & payment card system; oversee review & approval of purchase orders), fixed assets & inventory assets, west broad street facilities, & annual review of internal accounting controls, or plan & manger all fiscal activities related to department payroll, department's external audit function (i.e., all third party contracts; audit of all department rates & cost allocation plan), department accounts receivable & revenue system, federal accounting system to include maintaining federal grant accounting, processing all federal authorizations & obligations to federal highway administration & preparation of final closeout, & processing of all department capital encumbrances, & in addition to either option, supervise assigned lower-level supervisory/managerial staff, or in Ohio Department of Administrative Services, to manage comptroller activity for Division of Computer Services, advise division deputy director on fiscal, budgetary & accountability, cost accounting & computer systems which provide & track division activities, act as business manager for computer services funds 133, 123-telecommunications & GRF funds, manage intergovernmental service fund accounts, develop & monitor budget, develop & make adjustments to division operating plans, direct development of financial systems on personal computers & IBM mainframe, manage all division's accounts payable & receivable & supervise information systems supervisory personnel (e.g., data systems assistant administrator, programmer/systems manager) & other supervisory & managerial personnel (e.g., lower-level fiscal officer, management analyst supervisor & administrative assistant), or in Ohio Department of Youth Services, Central Office only, act as division chief of accounting to plan, direct & manage all departmental accounts payable & accounts receivable operations, stop payments, purchasing, bookkeeping & financial reporting & supervise assigned staff, or act as division chief of budgeting & fiscal control, administer budget allocations & cost projections for annual operating budget, administer biennium budget requests, develop & implement policies & procedures regarding budget process & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fiscal Specialist 1	66531	14	03/26/1990	30

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.)

Coordinates, monitors & performs variety of fiscal management & control activities for assigned division, specialized fiscal section, agency or institution (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 all travel expenses, maintains all petty cash funds, establishes & implements accounting or auditing procedures, manages distribution of funds to political sub-divisions) &/or assists higher-level fiscal specialist, business administrator or fiscal officer in budgetary process (e.g., accumulates, monitors & reviews financial positions, personnel services expenditures, overtime utilization & appropriation revenues, prepares evaluation of each & discusses budget concerns/problems with appropriate managerial staff).

Prepares, analyzes, maintains &/or oversees preparation & maintenance of variety of fiscal &/or budgetary reports, records, studies &/or correspondence (e.g., fiscal accounting reports, payroll projections, budget outlay projections, quarterly & annual financial reports, analysis of division expense for budgetary needs progress reports, funding information).

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration &/or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal &/or budgetary operations, purchasing & accounting*. Skill in use of calculator &/or adding machine, video display terminal &/or personal computer, copier & typewriter. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit technical fiscal reports, records, reports &/or correspondence; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with vendors, employees, public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in accounting or business administration.

-Or 2 yrs. trg. or 2 yrs. exp. in accounting, fiscal &/or budgetary management & control (e.g., bookkeeping, purchasing, payroll processing).

-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:

May work flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fiscal Specialist 2	66532	14	07/20/1997	32

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.)

Prepares, evaluates & coordinates preparation of budget for assigned institution, division, agency or for fiscal program involving distribution of funding to other political subdivisions (i.e., class level can not be used in agency eligible to use Budget Analyst, 6325 series); or prepares & analyzes various financial statements, statistical & cost/accounting reports for agency (e.g., monthly journal vouchers; plans, specifications & estimate packages to federal highway administration to obtain federal funding for highway construction/ maintenance projects to be done at state or local level).

Prepares required fiscal & budgetary reports; reviews & authorizes requests for expenditures (e.g., temporary help based upon current account balances, contract encumbrances for space rental, lease addendums for processing, all tuition reimbursement requests, invoices related to purchased personal service contracts); reviews new initiatives or changes in current policy, reporting mechanisms, forms, rules & regulations to determine impact on budgetary operations assigned; prepares cash flow projections.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of technical/fiscal variables & determine budgetary projections & allotments adequate to meet operational needs &/or authorize expenditures within spending authority; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/ representatives of same &/or different political jurisdiction.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in accounting or business administration; 12 mos. exp. in accounting, fiscal &/or budgetary management & control.

-Or 3 yrs. trg. or 3 yrs. exp. in accounting, fiscal &/or budgetary management & control.

-Or 12 mos. exp. as Fiscal Specialist 1, 66531.

-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:

May work flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fiscal Officer 1	66535	EX	03/07/2004	12

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.)

Supervises assigned employees & in addition, performs one of following options:

In Department of Natural Resources, plans & manages combination of fiscal, accounting & budgetary functions in one office (i.e., Office of Coastal Management),

OR

Plans & manages all fiscal operations of assigned office or bureau or division or fiscal programs for office of elected official,

OR

Plans & manages all fiscal operations of assigned small to large size institution (i.e., excludes those under Department of Rehabilitation & Correction),

OR

Acts as assistant auditor of transportation district (e.g., directs & oversees preparation & processing of payroll, au-70 material & equipment reports, account receivable invoices, accounts payable & inventory or oversees auditing personnel),

OR

Manages fiscal operations of specialized unit involved in processing bills for laboratory test services,

OR

Plans, prepares & monitors budget for assigned division or for small/medium size agency that is solely funded through general revenue, or processes & approves Centrex & long-distance common carrier bills for payment & coordinates telephone credit card program for all state agencies,

OR

Manages variety of fiscal &/or budgetary activities in one unit (i.e., at least one subordinate employee must be classified as Fiscal Specialist 1 or 2, 66531-66532) in support of higher-level fiscal officer or business administrator in medium to largest agency/commission or small agency/ commission which is not solely state funded (i.e., excludes any functions related to timekeeping, payroll disbursement journal, calculations impacting employees' pay).

Assists in preparation of biennium budget for transportation district; directs & coordinates record retention & microfilm programs; acts as telephone coordinator; prepares & maintains fiscal &/or budgetary reports & records (e.g., analysis of cost controls, cost calculations to improve accounting system, quarterly & annual budget reports, shared agreements & billings, monthly obligations report).

Acts as liaison with funding &/or monitoring sources; trains, confers & advises managers concerning budget preparation, spending & equipment/personnel needs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development*; business administration or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of fiscal &/or budgetary variables & determine specific course of action; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/representatives of same &/or different political jurisdiction.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in business administration or accounting; 2 yrs. exp. in accounting, fiscal &/or budgetary management & control, 12 mos. of which included responsibility for accounts payable &/or receivable &/or budget analysis & projection &/or payroll preparation & processing &/or purchasing.

-Or 12 mos. exp. as Fiscal Specialist 2, 66532.

-Or 4 yrs. trg. or 4 yrs. exp. in accounting, fiscal &/or budgetary management & control, 12 mos. of which involved planning & directing or supervising staff in accounts payable &/or receivable &/or budget analysis, preparation & monitoring &/or payroll preparation & processing &/or purchasing.

-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:

May work flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fiscal Officer 2	66536	EX	03/07/2004	14

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.)

Supervises assigned employees & in addition, performs one of following options:

Plans & manages all fiscal operations of largest, non-adult correctional institution (i.e., in Department of Mental Health, Cambridge, Central Ohio Psychiatric, Dayton, Massillon & Toledo Mental Health Centers/Hospitals or institution with comparable client & employee population &/or budget; in Department of Mental Retardation/Developmental Disabilities, Warrensville & Northwest Ohio Developmental Centers or developmental center with comparable resident & employee population or budget; all Youth Services institutions);

OR

Plans & manages all fiscal & budgetary operations of commission that is not decentralized, or for small/medium size agency that is multi-funded (i.e., general revenue funds plus one or more other sources of revenue);

OR

Acts as chief auditor of transportation district;

OR

Manages all fiscal functions of particular category for large/largest decentralized agency (e.g., all accounts payable &/or receivable, all deposits, all processing of purchase orders, all grant outlays & grantee reimbursements);

OR

Monitors fiscal activities of all institutions in assigned region or of all regional/district offices from central office location of assigned appointing authority;

OR

Plans & manages combination of fiscal accounting & budgetary functions for office of elected official or large board (i.e., Library Board only) or division of agency, excluding division in Department of Natural Resources, or agency responsible for large volume of grant funding monies (i.e., Office of Criminal Justice Services), or supervises lower-level personnel engaged in budget preparation & analysis for large/largest agency;

OR

In Department of Natural Resources, plans & manages combination of fiscal, accounting & budgetary functions for one division that is multi-funded &/or has size of less than 300 employees & supervises assigned staff, or serves as assistant over budgetary functions & assigned fiscal operations of division (i.e., revenue & cash flow analysis) to primary fiscal/business administrator in Division of Parks & Recreation & supervises assigned staff.

Prepares, maintains & oversees preparation & maintenance of reports, records, studies & correspondence related to fiscal &/or budgetary activities & operations; coordinates creation & implementation of special data bases; oversees data processing & information technology services to division if such functions have been housed within assigned division.

Acts as liaison with funding &/or monitoring sources; trains, confers &/or advises managers & officials concerning budget preparation, spending, equipment &/or personnel needs; responds to public inquiries as needed; attends meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; business administration or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of fiscal &/or budgetary variables & determine specific course of action; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/representatives of same &/or different political jurisdiction.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in business administration or accounting; 3 yrs. exp. in accounting, fiscal &/or budgetary management & control; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques & training personnel.

-Or completion of undergraduate core coursework in business administration or accounting; 2 yrs. exp. in accounting, fiscal &/or budgetary management & control; 12 mos. exp. in fiscal &/or budgetary management & control in agency paid by warrant of Ohio Auditor of State; 12 mos. trg. or 12 mos. supervisory principles/techniques & training personnel.

-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:

May work weekends &/or flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fiscal Officer 3	66537	EX	03/07/2004	15

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.)

Supervises assigned employees & in addition, performs one of following options:

Assists in planning, directing & managing overall fiscal management & control operations of largest, decentralized agency/commission that is both multi-funded & multifaceted;

OR

Develops, analyzes, monitors & projects budget for large/largest agency or for community health/services system;

OR

Plans & manages all fiscal & budgetary operations of Veterans' Home;

OR

Manages all accounts payable & receivable for default student loan claim system;

OR

Plans & manages all fiscal & related operations for office of elected/ appointed official (e.g., Adjutant General, Secretary of State) or agency that is not multi-funded &/or multifaceted nor considered largest, decentralized agency/commission;

OR

Plans & manages combination of fiscal & related operations for division of large/largest, decentralized agency, excluding divisions in Department of Natural Resources, or commission that is both multi-funded & multifaceted;

OR

In Department of Natural Resources, plans & manages combination of fiscal, accounting & budgetary functions for one division that is multi-funded & has size of over 300 employees (i.e., Division of Wildlife) & supervises assigned staff;

OR

Plans & manages allotment & monitors expenditures of funds distributed to other political subdivisions &/or community agencies (e.g., distribution of funds to school districts or county departments of human services);

OR

Manages purchase of services programs & third party billing & reimbursement programs for large/largest agency (i.e., Department of Mental Retardation & Developmental Disabilities).

Prepares, maintains & oversees preparation & maintenance of reports, records, studies & correspondence related to fiscal &/or budgetary activities & operations; coordinates creation & implementation of special data bases; oversees data processing & information technology services to division if such functions have been housed within assigned division.

Acts as liaison with funding &/or monitoring sources; trains, confers & advises managers & officials concerning budget preparation, spending, equipment & personnel needs; responds to public inquiries as needed; attends meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; business administration or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of fiscal &/or

budgetary variables & determine specific course of action; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/representatives of same &/or different political jurisdiction.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in business administration or accounting; 4 yrs. exp. in accounting, fiscal &/or budgetary management, planning & control; 2 yrs. trg. or 2 yrs. exp. in supervisory principles/techniques & training personnel.

-Or completion of undergraduate core coursework in business administration or accounting; 2 yrs. exp. in accounting, fiscal &/or budgetary management & control; 2 yrs. exp. in accounting, fiscal &/or budgetary management, planning & control in agency paid by warrant of Ohio Auditor of State; 2 yrs. trg. or 2 yrs. exp. in supervisory principles/techniques & training personnel.

-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:

May work weekends &/or flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fiscal Officer 4	66538	EX	07/10/2005	16

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.)

Supervises assigned employees, to include subordinate supervisory &/or managerial personnel, & does one of following:

Plans, directs & manages all fiscal, to include accounting, internal auditing & purchasing, budgetary & administrative operations (e.g., any combination of following, voice &/or data communication systems, building maintenance, mail & delivery services, inventory &/or storeroom, motor fleet coordination & maintenance, security) of largest, decentralized agency that is both multi-funded & multifaceted (e.g., Job & Family Services, Natural Resources, Transportation, Workers' Compensation),

OR

In Ohio Department of Health, acts as office chief of budget & management analysis (i.e., directs formulation & implementation of biennium budget operations, tobacco budget preparation & capital budget preparation, plans, directs & manages all departmental budgets & fund allocation, directs review of program operations to identify trends, need for reallocation of funds to ensure adequate funding is available for necessary services, functions & program resources & plans, directs & manages federally mandated cost allocation plan for agency & analyzes proposed legislation, rules & regulations for impact on agency funding & operations),

OR

In Ohio Department of Job & Family Services, acts as bureau chief of budget management & analysis (i.e., plans, directs & manages all departmental budgets & allocations to include developing biennium budgets & controlling board requests, coordinating budget development, fund allocation & state pass-through funds to other state agencies, prepares & submits federal budget estimates, monitors & analyzes federal & state legislation & budget issues), or acts as bureau chief of accounting (i.e., plans, directs & manages all departmental accounts payable & receivable functions to include warrant stop payments & re-issuance, child support & food stamp lien collections, payment card & workflow, & directs analysis of fraud & forgery data for subsequent submittal to attorney general's office), or acts as bureau chief of federal financial reporting (i.e., plans, directs & manages methodologies & procedures for multi-agency federal program reporting (e.g., Health, Mental Health, Aging, Development, Education), & negotiates with multiple federal agencies (e.g., Dept of Health & Human Services, Department of Labor & Dept of Agriculture) for Ohio reporting requirements, or acts as bureau chief of cost allocation & financial reporting (i.e., plans, directs & manages federally mandated cost allocation plan for agency, agency reconciliation of central accounting system to federal reporting & revenue over-sight function), or acts as bureau chief of county finance & technical assistance (i.e., plans, directs & manages allotment, advancement, reimbursement, monitoring & tracking of expenditures for County Departments of Job & Family Services, local workforce investment act boards & workforce development agencies, child support enforcement agencies, public children services agencies) & sets allocation formulas for distribution of funds to various county agencies, manages & directs fiscal policy & technical assistance for counties & in addition to preceding options, supervises subordinate supervisory/managerial personnel,

OR

In Ohio Department of Transportation, plans & manages all fiscal activities related to accounting (i.e., revenues & disbursements), purchasing (i.e., oversees development, implementation & enhancement of automated purchasing system, automated modification system & payment card system; oversees review & approval of purchase orders), fixed assets & inventory assets, West Broad Street facilities, & annual review of external accounting controls, or plans & manages all fiscal activities related to department payroll, department's external audit function (i.e., all third party contracts; audit of all department rates & cost allocation plan), department accounts receivable & revenue system, federal accounting system to include maintaining federal grant accounting, processing all federal authorizations & obligations to federal highway administration & preparation of final closeout, & processing of all department capital encumbrances,

OR

In Ohio Department of Administrative Services, manages comptroller activity for Division of Computer Services, oversees, assists & participates in planning & goal setting for new & revised statewide data processing telecommunications services, develops policies & procedures for cost accounting, division's financial accountability & computer systems which provide & track division activities, advises division deputy director on fiscal, budgetary & operational issues, acts as business manager for computer services fund 133, 123 telecommunications & GRF funds manages intergovernmental services fund accounts, develops & monitors budget, develops & makes adjustments to division operating plans, directs

development of financial systems on personal computers & IBM mainframe, manages all division's accounts payable & receivable & supervises information systems supervisory personnel (e.g., data systems assistant administrator, programmer/systems manager) & other supervisory & managerial personnel (e.g., lower-level fiscal officer, management analyst supervisor & administrative assistant),

OR

In Ohio Department of Youth Services, Central Office only, acts as division chief of accounting to plan, direct & manage all departmental accounts payable & accounts receivable operations, stop payments, purchasing, bookkeeping & financial reporting & supervises assigned staff, or acts as division chief of budgeting & fiscal control, administers budget allocations & cost projections for annual operating budget, administers biennium budget requests, develops & implements policies & procedures regarding budget process & supervises assigned staff.

Prepares, maintains & oversees preparation & maintenance of reports, records, studies & correspondence related to fiscal, accounting, budgetary & administrative operations & activities; monitors service delivery systems & implementation of goals & objectives; accesses technological changes or resource needs & makes recommendations accordingly on service delivery methods; plans & prepares budget requirements for bureau & monitors expenditures; assess program & policies to determine effects on accounting & reporting methodologies; works with staff to develop procedure for various accounting & time study functions & related program cost reporting; analyzes state & federal regulations &/or pending legislation & state laws for fiscal impact on agency's operations.

Acts as liaison with funding &/or monitoring sources or attorney general claims; trains, confers & advises managers & officials concerning budget preparation, spending, equipment, personnel needs &/or other concerns; maintains liaison with other state, local & federal government offices; responds to inquiries & requests for information; operates personal computer to enter, process, access & retrieve data & to generate reports, position papers & correspondence; attends staff meetings & training; provides training &/or consultation; participates on committees; acts as payment card administrator; prepares & delivers speeches & presentations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; business administration or accounting; applicable state &/or federal laws, rules procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of fiscal &/or budgetary variables & determine specific course of action; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/representatives of same &/or different political jurisdiction.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in business administration or accounting; 5 yrs. exp. in fiscal &/or budgetary management, planning & control; 3 yrs. trg. or 3 yrs. exp. in supervisory principles/techniques & training personnel.

-Or completion of undergraduate core coursework in business administration or accounting; 2 yrs. exp. in accounting, fiscal &/or budgetary management & control; 3 yrs. exp. in accounting, fiscal &/or budgetary management, planning & control in agency paid by warrant of Ohio Auditor of State; 3 yrs. trg. or 3 yrs. exp. in supervisory principles/techniques & training personnel.

-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:

May work weekends &/or flexible hours.