STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES Financial Analyst	SERIES NUMBER 6656
	MAJOR AGENCIES All Agencies	EFFECTIVE 02/05/2017

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

Controlling Board – comprised of the Director of the Office of Budget & Management, or his or her designee, & six members of the Ohio General Assembly. The board provides legislative oversight over certain capital & operating expenditures by state agencies & has approval authority over various other state fiscal & purchasing activities. The board is a mechanism for handling certain limited day-to-day adjustments needed in the state budget.

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

JOB TITLE	JOB CODE	PAY GRADE	EFFECTIVE
Financial Associate	66561	28	07/26/2015

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	JOB CODE	PAY GRADE	EFFECTIVE
Financial Analyst	66562	30	07/26/2015

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	JOB CODE	PAY GRADE	EFFECTIVE
Senior Financial Analyst	66563	32	07/26/2015

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).

JOB TITLE	JOB CODE	PAY GRADE	EFFECTIVE
Financial Associate Supervisor	66565	10	02/05/2017

CLASS CONCEPT
The first supervisory level class works under general direction & requires thorough knowledge of accounting systems & procedures in order to supervise financial associates who perform payroll activities &/or prepare, compile & verify statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable in assigned institution or satellite, district, regional or other field office.

JOB TITLE	JOB CODE	PAY GRADE	EFFECTIVE
Financial Analyst Supervisor	66566	14	02/05/2017

CLASS CONCEPT
The supervisory level class works under general direction & requires thorough knowledge of accounting systems & procedures in order to supervise financial analysts who prepare, process &/or analyze accounting records, financial statements, &/or other financial reports & data.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Financial Associate	66561	14	07/26/2015	28

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.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Financial Analyst	66562	14	07/26/2015	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.)

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.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Senior Financial Analyst	66563	14	07/26/2015	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.)

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.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Financial Associate Supervisor	66565	EX	02/05/2017	10

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. Supervises financial associates who perform payroll activities &/or prepare, compile & verify statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable in assigned institution or satellite, district, regional or other field office:
    - Provides guidance & training
    - Coaches & develops staff
    - Establishes work unit procedures

2. Analyzes & oversees preparation of invoices, encumbrances, remittances, vouchers, requisitions, auditing of accounts, time reports &/or inventory

3. Answers inquiries & requests according to established procedures:
    - Resolves problems
    - Evaluates policies & procedures & makes recommendations for implementation to ensure efficient operation of financial associate activities

4. Collects, analyzes & prepares financial reports

5. Performs variety of related clerical tasks (e.g., correspondence, records)

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 associate 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 completion of high school technical program in accounting; 12 mos. exp. or 12 mos. trg. in accounting or finance to include an intermediate level of experience in spreadsheet software.

-Or 24 mos. exp. or 24 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

Not applicable.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Financial Analyst Supervisor	66566	EX	02/05/2017	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.)

1. Supervises financial analysts:
    - Reviews & approves accounts payable & accounts receivable transactions
    - Oversees financial issue resolution & authorizes appropriate action
    - Directs, coordinates & assesses accuracy, completeness, & conformance of accounting records, financial statements, or other financial reports
    - Oversees & monitors fiscal aspects of grant(s)
    - Provides guidance & training to financial staff
    - Establishes, implements & monitors goals, objectives & performance metrics
    - Approves statistical reports & financial statements for distribution
    - Coaches & develops staff
    - Oversees daily cash draws & petty cash
    - Establishes work unit procedures

2. Develops & implements reports & compliance measures:
    - Prepares periodic reporting to senior management
    - Develops & implements CAP for auditors
    - Reviews proposed legislation &/or policy changes to determine financial impact &/or establishes accounting procedures in line with legislative/policy requirements
    - Evaluates, develops & recommends policy updates

3. Performs other related accounting duties:
    - Responds to inquiries from internal & external sources
    - Assists budget office with forecasting/trend analysis
    - Establishes &/or reviews depreciation schedules
    - Appraises & evaluates personal property & equipment inventory

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting; supervisory principles & techniques*; 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; establish friendly atmosphere as unit supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of graduate core program in public or 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 completion of undergraduate core program in business administration, accounting, finance or related field; 30 mos. exp. or 30 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software.

-Or 54 mos. exp. or 54 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software.

-Or 12 mos. exp. as Senior Financial Analyst, 66563.

-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.