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:

- **Advanced level of experience in spreadsheet software**: advanced formulas, pivot tables, macros
- **Basic level of experience in spreadsheet software**: Entering data, sorting/filtering, basic functions (e.g., sum, average, subtotal), formatting
- **DDA**: Demand deposit account
- **ERP**: Enterprise resource planning system
- **FIN**: Financials module of Ohio Administrative Knowledge System
- **GAAP**: Generally accepted accounting principles
- **Intermediate level of experience in spreadsheet software**: Basic formulas (e.g., lookup, IF/OR, linking), charts, graphs, tables, conditional formatting
- **Multi-purpose workcentre**: Printer/copier/scanner/fax machine
- **OAKS**: Ohio Administrative Knowledge System
- **TOS**: Treasurer of State's Office

**JOB TITLE**  
Financial Associate  
**JOB CODE** 66561T  
**PAY GRADE** 29  
**EFFECTIVE** 3/10/2020

**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 revenue, disbursements &/or investments.

**JOB TITLE**  
Financial Analyst  
**JOB CODE** 66562T  
**PAY GRADE** 30  
**EFFECTIVE** 3/10/2020

**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
Financial Associate

JOB CODE
66561T

B. U.
TREASURER/OCSEA

EFFECTIVE
3/10/2020

PAY GRADE
29

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 revenue, disbursements and investments:
   • Enters transactions & submits for approval.
   • Receives & records revenue, disbursements and investments transactions & obtains and retains supporting documentation.
   • Verifies accuracy of data & revises any errors (e.g., checks figures, postings, reports & documents for correct entry, mathematical accuracy, & proper entries).
   • Keeps financial records using journals & ledgers or computers.
   • Posts stop & stale-date payments.
   • Records & analyzes information using spreadsheets & accounting software.
   • Performs calculations & produces documents using computers & accounting and cash management software.
   • Conducts basic reconciliation or notes & reports discrepancies found in records.
   • Verifies agency revenue, disbursement and investment transactions are recorded appropriately.

b. Performs warrant settlement activities for state, custodial and pension fund accounts:
   • Reviews image cash letters (warrant images) in software and makes manual adjustments and pay/no pay decisions.
   • Works with the banks of first deposit on warrant cashing issues.
   • Works with agencies, boards, commissions and pension funds to ensure accurate financial reporting on warrants and that bank accounts are properly funded.

2. Performs other related accounting duties:
   • Contacts agencies 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).

MAJOR WORKER CHARACTERISTICS
Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations*; ERP systems* (i.e., OAKS FIN) and cash management and investment systems*.

Skill in use of calculator; multi-purpose workcentres*; computer & applicable software applications (e.g., spreadsheets, databases, and word processing).

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; & 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. training in accounting or finance to include a basic level of experience in spreadsheet software.
- Or 18 mos. exp. or 18 mos. training 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 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.)

- Examines &/or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards:
  - Determines coding for transactions.
  - Monitors interfaces and reviews & approves deals in the treasury management system to authorize transfer of funds to applicable bank accounts.
  - Posts, analyzes and reconciles transaction for accounts outside of TOS (e.g., custodial DDA and investment).
  - Conducts complex reconciliation of information in cash management and investment systems.
  - Researches & analyzes transaction errors in cash management and investment systems & other internal systems & resolves independently.
  - Reviews revenue, disbursement and investment transactions for accuracy and completeness.
  - Researches questionable &/or unauthorized transactions.
  - Develops forms & manuals for accounting procedures.
  - Develops complex Excel templates in preparation for uploading transactions.
  - Develops financial reports using system software.
  - Interacts with banks and state agencies, boards and commissions and pension funds on transaction detail and reports.

- Performs warrant settlement activities for state, custodial and pension fund accounts:
  - Reviews image cash letters (warrant images) in software and makes manual adjustments and pay/no pay decisions.
  - Works with the banks of first deposit on warrant cashing issues.
  - Works with the main processing bank on wired warrants, foreign collection items and any required adjustments.
  - Works with agencies, boards, commissions and pension funds to ensure accurate financial reporting on warrants.
  - Works with agencies, boards, commissions and pension funds to ensure that bank accounts are properly funded.

- Performs other related accounting duties:
  - Ensures accuracy of account balances on financial reports.
  - Closes out general ledger at prescribed times.

MAJOR WORKER CHARACTERISTICS
Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations*; ERP systems* (i.e., OAKS FIN) and cash management and investment systems*.

Skill in use of calculator; multi-purpose workcentres*; computer & applicable software applications (e.g., spreadsheets, databases, word processing); and report writing software*.

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; & respond to confidential & sensitive inquiries from employees, public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT
Completion of undergraduate core program in accounting, finance or related field; 6 mos. exp. or 6 mos. training 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, 66561T.

- 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.