

POSITION DESCRIPTION		AGENCY/DEPT ID ODA/AGE912000
DIVISION OR INSTITUTION Fiscal	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Budget Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20019687 – Financial Manager
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Executive
JOB TITLE	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 AM TO: 5:00 PM		
	JOB DESCRIPTION AND WORKER CHARACTERISTICS		
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	40	Under the general direction of the Financial Manager (Accounting) serves as agency budget manager: assembles & submits the Ohio Department of Aging (ODA) biennial budget to Office of Budget & Management (OBM); acts as agency liaison with OBM regarding biennial budget preparation & submission; maintains list of task assignments & timelines with due dates; following budget guidance and agency discussion, calculates amounts for each program/fund/appropriation line item (ALI) category; prepares spreadsheets for various versions of biennial budget & communicates information to appropriate staff; reviews various versions of budget bill for issues that would affect ODA or for items not addressed; works with legislative liaison on budget language proposals; manages & organizes development of law changes to be incorporated into the budget bill; reviews appropriations to determine need to submit request to Controlling Board & prepares & tracks requests; formulates policies and procedures relating to ODA division budgets & prepares summary for each fiscal year; reviews purchasing documents for budget approval & approves requisitions; prepares monthly spending reports for executive staff & divisions, open encumbrances, monthly disbursements, fiscal year division budget balances).	Knowledge of: (1) budgeting; (2) bookkeeping; (3) accounting; (4) management; (5) supervision; (6) human relations; (7) office management; (8) agency policies & procedures (e.g., Navigator, agency programs)*; (9) government structure & process (e.g., biennial budget process)*; (10) counseling; (11) electronic data processing (e.g., OAKS, CAS, OASIS)*; (12) law (Older Americans Act. OAC, ORC)*. Skill in: (13) word processing (e.g. MS Office Professional); (14) equipment operations (e.g., PC, general office equipment). Ability to: (15) deal with non-verbal symbols in formulas, equations or graphs; (16) deal with many variables & determine specific action; (17) use statistical analysis; (18) maintain accurate records; (19) prepare meaningful, concise & accurate reports; (20) proofread technical materials, recognize errors & make corrections; (21) use proper research methods in gathering data; (22) develop complex reports & position papers; (23) gather, collate & classify information about data, people or things; (24) cooperate with co-workers on group projects; (25) handle sensitive inquiries from & contacts with officials & general public; (26) establish friendly atmosphere with co-workers & direct reports.
JOB CODE	List Position Numbers & Job Titles of Positions Directly Supervised: 20019698 Senior Financial Analyst		SIGNATURE OF AGENCY REPRESENTATIVE
			DATE

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NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 AM TO: 5:00 PM			
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
% Job Duties in Order of Importance Knowledge, Skills & Abilities			
40	Manages fiscal data in Ohio Administrative Knowledge System (OAKS) which agency uses for reporting to federal, state & program staff: develops, sets up procedures & maintains data base to receive ODAs daily OAKs files; develops reports using data extracted from OAKs financials & BI data warehouse using ODA coding by fund, ALI, account, department & program; schedules reports to run periodically or as requested (e.g., daily transaction summary, payment report, OAKs financial open encumbrance report); compiles data monthly into table used by fiscal staff to generate reports; develops new codes as needed & communicates with OBM analyst & OAKs about implementation; communicates with OAKs help desk (e.g., issues with data, document processing); assists with Human Capital Management (HCM) data entries (e.g., combo codes) & verification; calculates program funding allocations for each grantee & re-calculates allocations as needed.		Knowledge of: 1; 2; 3; 4; 5; 6; 7; 8*; 9 (e.g., ODA program organization, grant awards, funding formulas, account coding)*; 10; 11 (e.g., Cognos, FoxPro)*; (27) database knowledge; (28) employee training & development. Skill in: 13; 14. Ability to: 15; 16; 17; 18; 20; 21; 22; 23; 24; 25 ;26; (29) interpret variety of technical materials in books, journals & manuals; (30) originate instructions & specifications concerning proper use of databases.
20	Performs other data-related duties: maintains & updates time study data & prepares reports used to monitor time allocation; prepares quarterly summary report using data from Ohio Aging Services Information System (OASIS) database in response to programmatic changes; acts as agency Payment Card administrator; acts as the agency's contact for Ohio Marketplace; responsible for OAKS Fin security changes and semi-annual review; assists with OAKS HCM security review; performs other duties as assigned [e.g., provide high quality customer service (i.e., as per ODA policy B-830, division-specific customer service procedures, etc.) to internal and external customers].		Knowledge of: 1; 2; 3; 6; 8*; 12*. Skill in: 13; 14. Ability to: 15; 16; 17; 18;19; 20; 21; 22; 23; 24; 26; 29; 30.
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	20019698 Senior Financial Analyst		DATE
JOB CODE			