

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Fiscal Support Analyst	<u>CLASS NUMBER:</u> 60206	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A6	<u>POSITION CONTROL #:</u> 021008
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Purchasing Supervisor (021002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Fiscal Support Analyst classification is to handle the responsibility for the day-to-day finance activities such as accounts receivable, accounts payable, billing, payments, and service audits to support the operations of the office.

JOB DUTIES:

Process all county agency purchase orders in the Financial Information Management System (MUNIS). Process includes reviewing for accuracy and completeness and alerts agencies of issues found and corrections are needed. Work with county agencies to train in the use of MUNIS. May also train agencies to improve accuracy in MUNIS information entry. Prepare the weekly purchasing agenda and resolution from information on an automated financial information management system, related purchasing systems and agency information and posts purchase orders after approval in general session. Update the weekly agenda as necessary and when directed. Answer routine inquiries from support agencies and vendors concerning purchase orders or directs questions to appropriate personnel. Provide reports from MUNIS to those seeking information.

Meet and greet business vendors and answers basic questions and requests for information. Log in bids, as required. Maintain and update the active bid notification list. Assist with identifying and maintaining SEB list. Process requests for vendor registration and assists walk-ins with the registration process. Provide administrative support to department purchasing personnel such as mailings, requests for potential bidders and file maintenance. Assist in keeping bid/extension status database updated. Maintain MUNIS database with next year PO numbers, setting up location codes, approval paths, ship to/bill to codes and all other related activities.

Perform related clerical tasks, creates, maintains, and retires the purchase order resolutions and purchase order proof lists in accordance with established requirements. Archive and track expired purchase contracts. Maintain records retention program. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; public relations; office practices and procedures; agency policy and procedures; government structure and process. Skill in word processing; equipment operation. Ability to deal with variety of variables in somewhat unfamiliar context; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; copy records precisely without error; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; sort items into categories according to established methods; answer routine telephone inquiries from public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in accounting, finance, or related field with three (3) years of progressively responsible finance, accounting, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date