100-000U

POSITION								AGE	AGENCY/DEPT ID HFA 400000			
DESCRIPTION												
DIVISION OR INSTITUTION  Finance  UNIT OR OFFICE Fiscal Operations								COUNTY OF EMPLOYMENT Franklin				
This row is for Information Technology classifications ONLY  PRIMARY TECHNOLOGY (IT ON							(IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)				
		or Program Ad t Managers O		Identify Program or Project			Estimated Duration of Project					
		Reclassific	ation	New Position Update					Position Hyperlinked to			
		AL WORKIN			TION				Agency Organizational Tree LE OF IMMEDIATE SUPERVISOR			
ĸ.		<u>ncial Operati</u> Permanent	ons Manag					ve Sta	Staff- Financial Operations Chiefmpt Bargaining Unit			
POSITION NUMBER 20083747		Temporary Intermittent	assified If FLSA Exempt, exemption type:				•	:				
SITION NUN 20083747		RMAL WORK	ING HOUF	RS (Expl	Page 1 of 3							
osіт 20	FRC	OM:	.IC	)B DESC	RACTERISTICS							
_	%								Knowledge, Skills & Abilities			
JOB CODE JOB TITLE 99580 ADMINISTRATIVE STAFF	35	Reviews & approves accounts payable & receivable transaction & other financial transactions (e.g. independently ensures proper agency payments are made by reviewing & releasing ACH & wire payments; distributes work to accounts payable-fixed asset management (e.g., investication of federal housing assistance payments & development & other loans receivables) of Ohio Housing Finance Agency (OHFA). Directs, coordinates & assesses accuracy, completeness of accounting records, financial statements, or other financial reports (e.g. reviews accounting processing of financial activities; reviews subsidiary ledgers of accounts prepared by financial management staff; independently performs higher level functions in proprietary accounting software(e.g., interfacing/posting). Develops & implements reports & compliance measures (e.g. independently coordinates finance & accounting activities with program divisions within OHFA & external legal staff, Ohio Department of Commerce &/or other grant/fund providers, grant & loan recipients to ensure compliance with each program's guidelines & requirements; monitors aging reports for account receivables & ensures prompt collection & deposit of fees due to OHFA); independently evaluates, analyzes and prepares reports containing information (e.g., schedules &/or reports) for all programs of Ohio Housing Finance Agency (OHFA) (e.g., HAP, HDF, DAP, HAF, OHFA Loan Escrow, Fund 100, Housing Tax Credit) in accordance with governmental & Generally Accepted Accounting Procedures (i.e., GAAP) researches and recommends the use of accounting systems to higher level finance officials for loan, grant &/or tax credit review systems & policies & procedures (e.g., review).  (OHFA) (e.g., HAP, HDF, DAP, HAF, OHFA Loan Escrow, Fund 100, Housing Tinance and recommends the use of accounting systems to higher level finance officials for loan, grant &/or tax credit review systems & policies & procedures (e.g., review). In a cordinate with a proper and the procedures (e.g., review) and the procedures (e.g.,										
	List P	osition Numbers	& Job Titles	of Positior	s Directly	Super-			ENCY REPRES	SENTATIVE	DATE	
	20082	0782- Bond Acco	ountant 2 20				Shawn	Sm	ith/gs		12/30/21	

PO	POSITION							AGENCY/DEPT ID HFA 400000				
DESCRIPTION  DIVISION OR INSTITUTION UNIT OR OFFICE												
DIVISIO Financ		INSTITUTION	1	UNIT OR OFFICE Fiscal Operations					COUNTY OF EMPLOYMENT Franklin			
		or Information		PRIMARY TECHNOLOGY (IT ONLY)				SEC	ONDARY TECH	INOLOGY (I	T ONLY)	
		or Program Ad t Managers O		Identify Program or Project				Estir	nated Duration o	of Project		
		Reclassific	ation	New Position Update					Position Hyperlinked to			
									Agency Organizational Tree TLE OF IMMEDIATE SUPERVISOR			
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POSITION NUMBER 20083747		Temporary Intermittent	⊠ Uncla	ssified	If FLSA	SA Exempt, exemption type:			Page 2 of 3		3	
DSITION NU 20083747	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: TO:											
OSII	1100	JIVI.	JC	B DES	RAC	ACTERISTICS						
<u>~</u>	%		Job Du	uties in Order of Importance					Knowledge, Skills & Abilities			
JOB TITLE NISTRATIVE STAFF	30	ciles loan & grant documents to create detailed reporting schedules of cash, investments, expenses, income, loans, accounts payable/receivable). Oversees financial issue resolution & authorizes appropriate action (e.g. uses discretion to determine corrective action on discrepancies in cash transactions identified by financial management staff). Develops & maintains automated accounting systems; prepares special accounting reports; establishes procedures (e.g. reconciling balance sheet & income statement accounts & for researching discrepancies; researches & reviews program guidelines to ensure compliance). Provides periodic updates and reports to senior management  Manages the activities of the financial operations staff. Coaches & develops staff (e.g. provides guidance & training of financial operations staff: sets & monitors performance standards); supervises staff (e.g., provides work direction, evaluates performance, approves leave, administers discipline, & directs professional development); tracks impact; communicates results.  Knowledge of: 4, 9b, 13b*, 14*, 140 *  Skill in: 25b, 29  Ability to: 30l, 31e, 32r, 33e, 34f										
JOB TITLE ADMINISTRAT	5	Meets with &/or telephones State Treasurers Office, bank trustee, cus dial bank, borrowers, other state offices & program sections within OHFA to clarify & resolve complex & sensitive issues &/or remain current with policy changes, federally mandated changes in program guid lines & software applications related to each program: acts as liaison tween OHFA & program partners including HUD, non-profit housing groups & subsidy recipients.							40 * <b>Skill in:</b> 25b, 29 <b>Ability to:</b> 30l, 31e, 32r, 33e, 34f			
JOB CODE 99580	25	cedures; eva dure complia monthly acc mends polic	aluates curre ance, accour ounting proc y & procedui	process improvement; establishes program pro- nt processes and tools (e.g. policy and proce- ting system usage, financial spreadsheets, edures, etc.): Evaluates, develops & recom- re updates, implements, & trains staff on im- efficiency of accounting processes.				e- -	Knowledge of: 4, 9b, 13b*, 14*, 17, 40 * Skill in: 25b, 29 Ability to: 30l, 31e, 32r, 33e, 34f			
	vised:							_	F AGENCY REPRESENTATIVE		DATE	
	20082		ountant 2 200	082241- Bond Accountant 2 083098- Bond Accountant 2			<u> </u>	ith/gs		12/30/21		
DM 4107 F	R 5-09		An I	Equal Opp	ortunity E	mployer						

POSITION A DESCRIPTION								AGE	AGENCY/DEPT ID HFA 400000			
	N OR	INSTITUTION		UNIT OR OFFICE Fiscal Operations				COUNTY OF EMPLOYMENT Franklin				
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	Finar	ncial Operati	ons Manag	ger 20067373 Administrativ				ve Sta	ITLE OF IMMEDIATE SUPERVISOR ve Staff- Financial Operations Chief			
MBER 7		Permanent Temporary Intermittent	☐ Class	ostified Overtime:   Eligible   Example   Exam				pe:				
POSITION NUMBER 20083747	NOR FRC	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM:  TO:										
200			JC	)B DESC	VORKER CHA	RACTERISTICS						
so <sub>c</sub>		% Job Duties in Order of Importance							Knowledge, Skills & Abilities			
	5	Assists finance mangers & other higher-level staff of OHFA in researching, analyzing & gathering account data.  Knowledge of: 4, 9b, 13 40 * Skill in: 25b, 29 Ability to: 30l, 31e, 32r,								9		
JOB TITLE ADMINISTRATIVE STAFF	Customer Service Standards: Adheres to Customer Service Standards set forth in the OHFA Team Handbook when interacting with those who use our services and programs and our co-workers. Makes internal and external customers and their needs a primary focus of actions. Develops and sustains productive customer relationships.  Unclassified per ORC 124.11 (A) (30) Administrative Staff per ORC 175.05 (A) (2) 07/2005								er employme	ent.		
JOB CODE 99580												
	List Po	osition Numbers	& Job Titles	of Position	of Positions Directly Super-			TURE OF AGENCY REPRESENTATIVE			DATE	
	20080 20082		ountant 2 20	082241- Bond Accountant 2 083098- Bond Accountant 2			Shawn	Shawn Smith/gs			12/30/21	