POSITION DESCRIPTION

AGENCY/DEPT ID HFA 400000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Finance	Fiscal Operations	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)
This row is for Program Administrators & Project Managers ONLY	Identify Program or Project	Estimated Duration of Project

POSITION NUMBER 20081057

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Operations Coordinator	20083747 Fiscal Operations Manager (Administrative Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Fiduciary	Bargaining Unit 99 Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Administrative Staff

JOB CODE 99580

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Under direction of Fiscal Operations Manager, acts as lead worker over Bond Accountants in the Fiscal Operation Unit of the Ohio Housing Finance Agency (OHFA): monitors and reviews work activities (e.g., investments, programmatic accounts payable/receivable, fixed asset management, receipt and disbursement of federal housing assistance payments and development, other loans receivables) completed by Fiscal Operations staff; reviews accounting folders and processing of fiscal activities; analyzes subsidiary ledgers of accounts prepared by staff; confirms proper agency payments are made by reviewing entries of staff and releasing payments as appropriate (e.g., automated clearing house [ACH] wires); determines corrective action on discrepancies in cash transactions identified by staff; works with supervisor to identify gaps in knowledge and skills and to train new and current staff as needed to meet office goals; works with supervisor to establish procedures for reconciling balance sheet and income statement accounts and for researching discrepancies; researches and reviews program guidelines to ensure compliance in absence of supervisor, coordinates unit activities.	**Knowledge of:** (2) Bookkeeping, (4) Accounting, (5) Management, (8a) Employee Training & Development, (9a) Lead Work, (11b) Human Relations, (13b) Agency Policies & Procedures (e.g., OHFA Finance)*, (14) Government Structure & Process (e.g., Generally Accepted Accounting Principles [GAAP]), (17) Business (e.g., affordable housing finance), (K2) Vision, Mission & Goals of the Agency*; **Skill in:** (25b) Word Processing (e.g., Microsoft Office Suite), (29) Equipment Operations (e.g., computer & other standard office equipment); **Ability to:** (30g) understand system of mechanical or other procedures (e.g., ACH wire transfers), (30i) deal with variety of variables in somewhat unfamiliar context, (30l) define problems, collect data, establish facts & draw valid conclusions, (31h) use statistical analysis, (32l) maintain accurate records, (32q) understand manuals & verbal instructions, technical in nature, (32r) prepare meaningful, concise & accurate reports, (32t) use proper research methods in gathering data, (33e) gather, collate & classify information about data, people or things, (34c) cooperate with co-workers on group projects, (34f) handle sensitive inquiries from & contacts with officials & general public.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/gs	05/21/2026

POSITION DESCRIPTION

AGENCY/DEPT ID HFA 400000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
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POSITION NUMBER 20081057

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Operations Coordinator	20083747 Fiscal Operations Manager (Administrative Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Fiduciary	Bargaining Unit 99 Page 2 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Administrative Staff

JOB CODE 99580

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Performs higher level interface and posting functions in proprietary accounting software: develops and implements accounting systems, loan, grant and policies and procedures (e.g., internal program controls, segregation of duties, procedure manuals, contracts and agreements with external service providers); coordinates finance and accounting activities with stakeholders (e.g., program divisions within OHFA, external legal staff, Ohio Department of Commerce, grant and loan recipients) to ensure compliance with program guidelines and requirements; monitors aging reports for accounts receivables and ensures prompt collection and deposit of fees due to OHFA; reviews highly complex information for all programs of OHFA (e.g., Fund 100, Housing Tax Credits) in accordance with governmental and Generally Accepted Accounting Principles (GAAP); analyzes and reconciles loan and grant documents to create detailed reporting schedules (e.g., cash, investments, expenses, income, loans); develops and maintains automated accounting systems.	**Knowledge of:** 2, 4, 5, (11a) Public Relations, 11b, 13b*, 14, 17, K2*; **Skill in:** 25b (e.g., CitySuite), 29; **Ability to:** 30g, 30i, 30j, 30l, 31h, (32k) complete routine forms, 32l, 32r, 32t, 33e, (34b) work alone on most tasks, 34f.
20	Works with internal and external partners (e.g., State Treasurers office, bank trustees, custodial banks, borrowers, other OHFA staff) to clarify and resolve complex and sensitive issues and/or remain current with policy changes, federally mandated program guidelines and software applications used for each program maintained by the Fiscal Operations unit: interacts with loan administration office staff on matters related to the first and second mortgages owned by OHFA to ensure proper mortgage loan accounting; acts as the finance office liaison with the loan administration office and legal office regarding foreclosures; meets with and/or telephones internal and external partners (e.g., State Treasurers Office, bank trustee, custodial bank, borrowers); acts as liaison between OHFA and program partners including federal agencies, non-profit housing groups, and subsidy recipients.	**Knowledge of:** 4, 5, 11a, 11b, 13b*, 14 (e.g., State Treasurer), 17, K2*; **Skill in:** 25b, 29; **Ability to:** 30g, 30i, 30j, 30l, 31h, 32l, 32r, 32t, 33e, 34b, 34c, 34f.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/gs	05/21/2026

POSITION DESCRIPTION

AGENCY/DEPT ID HFA 400000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Administrative Staff

JOB CODE 99580

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Assists with research and analysis of account data as requested: prepares special accounting reports; assists Chief Financial Analyst in gathering data for cost analysis of existing and new programs; researches and analyzes other account data for Fiscal Operations Manager, Controller, and other members of leadership in OHFA.	**Knowledge of:** 4, 11b, 13b*, 14, 17; **Skill in:** 25b, 29; **Ability to:** 30i, 30l, 31h, 32l, 32q, 32r, 32t, 33e, 34c. *Developed after employment
	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. Adheres to OHFA's Strategic Plan when working with staff, leadership, external organizations & the public of diverse, socioeconomic, cultural, race & ethnic backgrounds.	**Unclassified per ORC 124.11(A)(30) Administrative Staff per ORC 175.05(A)(2) 07/2005**

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/gs	05/21/2026