

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

<b><u>CLASSIFICATION TITLE:</u></b> Account Clerk Supervisor	<b><u>CLASS NUMBER:</u></b> 60208	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Job & Family Services - Northland	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N11	<b><u>POSITION CONTROL #:</u></b> 100450
<b><u>POSITION LOCATION:</u></b> 1721 Northland Park Ave., Columbus, OH 43229	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Finance Administrator (100470)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Statistics Clerk (100451)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Account Clerk Supervisor classification is to train, supervise, and coordinate the activities of the assigned staff.

**JOB DUTIES:**

Directly supervise staff consisting of the statistical clerks who are responsible for processing and entering childcare manual claim forms, payment adjustment request forms, and other childcare provider payment-related forms and documentation. Provide oral and written communication with childcare providers by answering phone calls, meeting on matters in person and working with the childcare unit to resolve any payment or eligibility issues. Ensure efficiency of workflows, timely form processing, and accuracy of payment calculations necessary to quickly remit payment to the providers. Structure department resources to distribute workload in a manner that ensures timely processing and filing of information. Assist with various annual audits. Provide childcare certification and payment paperwork and documentation as required.

Serve as backup to assigned staff to ensure accordance with schedules and processing turnaround times. Maintain knowledge of current funding and applicable state and federal regulations. Research, verify, and process childcare underpayment documentation for reimbursement to childcare provider. Responsible for continuous training of staff on system changes, payment and eligibility guidelines, and department processing procedures. Provide performance feedback as needed and evaluate and prepare performance reviews. 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; employee training and development; supervision; public relations; agency policy and procedures. Skill in equipment operations. Ability to understand system of mechanical or other procedures; calculate fractions, decimals and percentages; prepares meaningful, concise and accurate reports; gather, collate and classify information; establish friendly atmosphere as supervisor of work unit.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in accounting, finance, or related field with three (3) years of accounting or related experience.

**Additional Requirements**

Must meet background check requirements.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

**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.

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Employee Name

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Employee Signature

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Date