

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

<u>CLASSIFICATION TITLE:</u> Account Clerk 2	<u>CLASS NUMBER:</u> 60205	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
<u>BARGAINING UNIT:</u> Teamsters	<u>PAY GRADE:</u> T5	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 80 E. Fulton Street, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Varies
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Account Clerk 2 classification is to perform administrative and general accounting work, to process financial documentation, and to maintain financial records for the agency.

JOB DUTIES:

Analyze, correct, process, and maintain accounts, ledgers and other related information in order to determine accuracy and validity for court order terms and modifications. Compute, prepare, and summarize reports to update and correct un-reimbursed assistance. Review audits for calculated arrearage. Adjust and consolidate payment histories. Prepare checks to be sent to Child Support Payment Central. Change case statuses and enter CSEA orders into Agency computer system. Review and recap sheets from the cashier's booth for payment.

Identify court cases in order to post payments and payments in suspense. Answer questions concerning public assistance and related issues and/or problems. Research information to assist supervisors and/or Support Officers in answering difficult questions or telephone calls. Answer routine telephone inquiries and resolve discrepancies from employees in other departments. Answer questions or provide responses to unit members regarding payments in the database. 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 bookkeeping; office practices and procedures. Skill in typing; office equipment. Ability to add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; gather, collate and classify information about data or people; answer routine telephone inquiries.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: A high school diploma or equivalent with three (3) years of previous experience or training in accounting.

Additional Requirements

Must meet background check requirements.

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