

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

<u>CLASSIFICATION TITLE:</u> Account Clerk Supervisor	<u>CLASS NUMBER:</u> 60208	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N11	<u>POSITION CONTROL #:</u> 083400
<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> Accounting Manager 1 (083000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Account Clerk 1 (083404) (083107) Cashier (083108) (083109) (083110)		

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:

Supervise and coordinate activities and assignments of account clerks. Resolve accounting problems. Distribute work, determine work priorities and ensure prescribed procedures are followed by staff. Provide work direction, monitor work progress, approve or disapprove leave request, recommend disciplinary action if needed. Implement and maintain an accurate database system for CSEA. Review staff's work for accuracy.

Prepare and oversee child support account. Answer inquiries and requests according to established agency policies and procedures. Prepare complex financial reports and statements including daily balancing of depository accounts. Identify court orders to establish accounts and request clarification completion, or identification and instructions for support payments. Ensure data in the computer system is always updated. Analyze and oversee accuracy of reports and develop uniform procedures and methods.

Participate in department interviews for new hires, evaluate staff's performance, make recommendations regarding disciplinary issues, assume the responsibilities of other supervisors in the same/similar classification. 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:

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

Employee Name

Employee Signature

Date