



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

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| <u>CLASSIFICATION TITLE:</u> Accountant (Supervisor) | <u>CLASS NUMBER:</u> 60222 | <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> N14 | <u>POSITION CONTROL #:</u> 080015 |
| <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> Fiscal Officer 1 (080009) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Account Clerk 1 (080016, 080017) Cashier (080018, 080019, 080020) | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Accountant (Supervisor) classification is to supervise accounting staff and to perform assigned accounting and finance work.

JOB DUTIES:

Supervise, coordinate, and perform a variety of fiscal and budgetary functions including cash handling activities. Provide training and daily supervision of the assigned area. Ensure proper control and compliance with applicable laws, rules and accounting standards. Ensure paperwork is completed per established policies and procedures. Develop and implement procedures and methods. Coordinate the activities and assignments of the account clerks. Resolve accounting problems. Distribute work, determine work priorities. Ensure adequate coverage at the cashier’s window. Balance and deposit daily collections. Prepare financial reports and statements including daily balancing of the depository accounts. Identify court orders and establish child support accounts. Ensure data in the computer is updated and accurate. Set up recoupment accounts. Develop and monitor the operational budget, revenues and expenditures, and fiscal activities for compliance with Office of Management and Budget and County Auditor directives. Assure compliance of federal, state, and local fiscal regulation; and establishes internal control procedures for the same. Perform accounting activities to include cash management as well as monitor the agency’s daily fund balances. Request reimbursement for misdirected funds.

Review and approve agency payroll reports, recommend process improvement measures. Prepare and compile statistical documents and reports using the computer. Review and approve agency purchase orders. Plan and coordinate purchases, receipts, storage, supplies, equipment and services. Review and approve accounts payable invoices and agency Pay-Ins to the treasurer’s office. Act as backup for the Random Moment Statistics Coordinator. Assist in monthly analysis of agency expenditures compared to federal grants. Maintain financial records and personnel documents.

Participate in department interviews for new hires, evaluate staff’s performance, make recommendations regarding disciplinary issues, and provide coverage for other supervisors in their absence. 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 budgeting; bookkeeping; inventory control; accounting; employee training and development; office management; agency policy and procedures; government structure and processes. Skill in word processing; equipment operations. Ability to understand system of mechanical or other procedures; deal with many variables and determine specific action; calculate fractions, decimals and percentages; use statistical analysis; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; develop complex reports; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from and contact with officials; resolve complaints from government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.

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