

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

<u>CLASSIFICATION TITLE:</u> Accountant	<u>CLASS NUMBER:</u> 60221	<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> N13	<u>POSITION CONTROL #:</u> Varies
<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 2 (080008)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Accountant classification is to perform assigned accounting and finance work.

JOB DUTIES:

Prepare and maintain accounting systems and is responsible for developing accounting systems procedures and policies. Analyze expenditures, records and reports to determine financial conditions of the agency. Maintain accounting records, fiscal records and other routine accounting functions. Handle reconciliation of disbursement in compliance with Child Support Manual and General Accepted Accounting Principles. Monitor daily discrepancies. Research and resolve issues with reconciliation/ financial transaction. Monitor contract costs for providers and costs under existing contracts. Participate in design and development of accounting systems and procedures. Analyze records, reports, bank statements, and other financial statements. Responsible for bi-weekly payroll. Maintain payroll files for auditing, calculate adjustments to payroll, and ensure payroll files are properly maintained, organized and filed. Prepare complex financial statements that involve daily, weekly, and monthly reports. Perform and/or participant in internal auditing of financial records to assure accuracy. Review daily accounting input transactions. Analyze and verify balances and accuracy of reports and develop uniform procedures and methods. Examine processes, documentation and explain rational behind recorded figures to supervisor, assistant director, or director. As required by the supervisor attends internal/external meetings. 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; accounting; public relations; agency policy and procedures. Skill in equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; use proper research methods in gathering data.

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 two (2) years of finance, accounting, or related experience.

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