

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

<b><u>CLASSIFICATION TITLE:</u></b> Accounting Manager	<b><u>CLASS NUMBER:</u></b> 60224	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Child Support Enforcement Agency	<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> N17	<b><u>POSITION CONTROL #:</u></b> 083000
<b><u>POSITION LOCATION:</u></b> 80 E. Fulton Street, Columbus, Ohio 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Director (081000)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Accounting Manager classification is to oversee the day-to-day activities of the assigned department and to ensure all services to the public are timely and effective.

**JOB DUTIES:**

Oversee the overall operation of the assigned department. Ensure that the assigned staff follows procedures. Ensure that all services provided to the public are timely and effective. Resolve difficult, complex, sensitive, and unusual support payment issues.

Determine work priorities of the department. Review and approve daily unit statistical reports. Prepare daily, monthly, quarterly, and annual management reports. Interact with the administrative staff, agency personnel, and other agencies to assist clients with case or payment issues. Maintain an accurate daily balance of financial adjustments and cashiers deposit account. Improve and maintain overall operations of department to pass federal, state, and county audits.

Supervise assigned staff. Approve requests for sick and vacation leave time. Evaluate staff performance. Provide training opportunities to staff. Attend meetings for department in the agency and at county and state levels. Interview for vacant positions. Make recommendations to hire to director. Update disbursements work manual as needed. Reallocate staff to address workflow and provide cross training. Recommend disciplinary actions to staff when needed. Promote team unity and positive changes. Work to improve employee relations and communication at all levels of the agency. 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; accounting; management; employee training and development; supervision; agency policy and procedures. Skill in typing; equipment operations. Ability to apply principles to solve practical everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; interview job applicants effectively; use proper research methods in gathering data; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; develop complex reports and positions; gather, collate and classify information; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as division or large section chief.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in Accounting, Finance, or related field with five (5) years of accounting, finance, 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, to act on employee problems, and to recommend and approve the transfer, promotion, or salary increase of other employees.

**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