

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

<b><u>CLASSIFICATION TITLE:</u></b> Business Service Officer	<b><u>CLASS NUMBER:</u></b> 60220	<b><u>FLSA:</u></b> Non-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> N11	<b><u>POSITION CONTROL #:</u></b> 080014
<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> Fiscal Officer 2 (080008)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Business Service Officer classification is to monitor, coordinate, and control the fiscal expenditures and provide customer service and assistance.

**JOB DUTIES:**

Monitor and conduct statistical analysis of key program performance measures. Collect performance and fiscal data and use analysis to create evidence based actions to improve performance in the agency’s measured performance areas. Develop process to train supervisory and support staff on how the agency is funded and how performance impacts the agency’s available funding. Monitor program performance regularly and generate performance reports to management. Track Random Moment Sample results and the impact on funding. Review and recommend strategies for improvement to existing performance areas. Maintain knowledge of current funding and applicable county, state and federal regulations that impact the program and its funding. Review vendor contracts for accuracy. Review vendor invoices for accuracy. Coordinate equipment purchases, maintenance, and inventory control. Prepare required state financial reports. Work with auditors and provide necessary documents for auditing purposes. Process account receivables and account payables. Attend fiscal meetings and trainings as required. Maintain a diversity of knowledge of child support programming through involvement in other program areas. 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; public relations; agency policy and procedures; government structure and process; interviewing. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; gather, collate and classify information; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Associate’s degree in accounting, business administration 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**

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