

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

<u>CLASSIFICATION TITLE:</u> Finance Administrator	<u>CLASS NUMBER:</u> 60303	<u>FLSA:</u> 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> N17	<u>POSITION CONTROL #:</u> 081100
<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> Support Service Manager (081005)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Purchasing Assistant 2 (081101, 081102) Sustainability Officer (082096) Accountant (081103, 081104) Payroll Specialist 3 (081105) Business Service Officer (081106)		

CLASSIFICATION PURPOSE:

The primary purpose of the Finance Administrator classification is to handle the responsibility for accounting activities to include reporting, cash management activities, accounts payable, subsidized daycare, payroll activities, audit facilitation, fiscal contract monitoring, and cost allocation program and to supervise assigned fiscal staff.

JOB DUTIES:

Manage the day-to-day operations of the financial reporting, cash management, invoice payment, and processing section related to various programs administered by the agency. Reconcile agency expenditures to cash draws to minimize cash on hand and interest owed to the federal government. Monitor daily fund balance in the agency funds. Coordinate, prepare and submit the annual budget. Manage and provide quarterly updates of budget. Responsible for managing the agency’s administrative funds including payroll.

Supervise assigned fiscal staff responsible for financial activities related to the payment of providers for contract services by approving and authorizing batch payments on a weekly basis. Ensure agency’s expenditures and grants are utilized in compliance with federal and state polices. Oversee purchasing activities, negotiate with vendors regarding the terms of equipment purchases and service agreements. Approve timesheets, leave forms and requests. Assure that processes in administered area of responsibility are done in a timely manner and deadlines are met. Handle the responsibility for disciplinary actions inclusive of counseling, letters of reprimand, recommendation for suspension and removal. Solve problems and determine solutions regarding agency finances.

Prepare complex spreadsheets and reports for executive review that reflect the agency’s overall financial status, including, monitoring of state and federal grant awards. Assure compliance and implementation of internal policies and procedures related to state and federal laws, rules and regulations related to finances for the various programs administered. Participate in strategic discussions and decisions on allocations of resources and agency activities. Attend meetings and participate in various community activities. Attend and provide training on county cost allocation system, studies, and implications to agency operations. Perform monthly analysis of grant awards against local expenditures to assure agency doesn’t exceed state and federal resources. Identify trends that could negatively impact the usage of state funds and Federal Grant Awards.

Participate in compiling and reviewing data for the agency’s annual budget process. Coordinate and direct internal projects related to the finance department. Review and comment on pending procedural, regulatory, and legislative proposals and changes. Assist with annual State single audit performed by the Auditor of State, and the preparation of the County’s annual CAFR reports.

Prepare special reports. Assist with new initiative and projects that affect agency finances and determine related financial impact. Prepare records for maintaining fixed assets and inventory schedules. Prepare annual interest calculations for federal funding received. 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; supervision; human relations; agency policy and procedures; government structure and process; interviewing skills. 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 records; establish friendly atmosphere as division or large section chief; inventory control; use proper research methods in gathering data; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in accounting, business, or public administration with three (3) years of accounting, business, or public administration 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, 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