

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

<u>CLASSIFICATION TITLE:</u> Fiscal Officer 1	<u>CLASS NUMBER:</u> 60302	<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> N16	<u>POSITION CONTROL #:</u> 080009
<u>POSITION LOCATION:</u> 80 E Fulton Street Columbus, OH 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> Accountant(s) (080012,080011), Accountant Supervisor (080015), Purchasing Assistant 2 (080010)		

CLASSIFICATION PURPOSE:

The purpose of the Fiscal Officer 1 classification is to supervise, coordinate, monitor, and perform a variety of fiscal and budgetary operations for assigned department, fiscal programs or agency, to ensure proper control and compliance with applicable laws, rules & accounting standards.

JOB DUTIES:

Ensure accounting deadlines are met timely and work is completed per established policies and procedures. Continue to audit, recommend, develop, and implement procedures and methods. Provide training to staff accordingly.

Coordinate, monitor and perform a variety of fiscal management and internal control activities. Process, approve, and monitor the activities in accounts receivables and payables. Review purchase orders, purchases, expenditures, and revenue for appropriate budgetary coding. Assist in the development and maintenance of the agency’s annual budget. Prepare, analyze, and maintain a variety of complex fiscal and budgetary reports, statistical data, and spreadsheets. Assist in the budget calculations, invoicing and payment tracking for all reimbursable contracts and grants. Ensure staff timely enter requisitions in Munis and monitor purchase order balances. Collect, collate, and input quarterly financial information into the county and state budget systems. Develop complex statistical documents and reports. Coordinate requests for supplemental appropriations and appropriation transfers. Establish budget funds and account codes. Establish and maintain accounting or auditing procedures for fiscal area. Manage and maintain related documentation and files and make recommendations for process improvements as needed. Support agency supervision/management with daily operational duties and special projects as assigned. Plan, schedule and prepare training materials to conduct department and agency level trainings and workshops. Provide excellent customer service to internal and external stakeholders. Maintain predictable and regular 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; supervision; office practices and procedures; agency policy and procedures. Skill in Microsoft Office, with proficiency in Excel; office equipment operations. Ability to define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals and percentages; use statistical analysis; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor of work unit; work alone and cooperate with co-workers on group projects, answer routine telephone inquiries from customers.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in accounting, business, or public administration with five (5) years of accounting experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of others, to provide instruction and training to maintain department standards, to recommend employee’s discipline or discharge, to act on employee issues, to recommend and approve salary increases.

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