

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

<u>CLASSIFICATION TITLE:</u> Account Clerk 1	<u>CLASS NUMBER:</u> 60203	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N4	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u>
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Account Clerk 1 classification is to perform administrative and general accounting work, to process financial documentation, and to maintain financial records for the agency.

JOB DUTIES:

Receive and review invoices, verify receipt of goods or services. Monitor and oversee changes in vendor information as needed. Review vendor information and invoices for accuracy and processing. Communicate with vendors as needed. Process invoices for payment in computer system. Create purchase orders/requisitions as needed. Maintain files, records and receipts. Acquire, prepare and process employee timecards. Review time cards, overtime, and absent requests. Verify availability of leave. Process new hire paperwork. Maintain and monitor employee accrual and deduction accounts. Enter payroll information into computer system. Respond to requests for payroll information. Prepare, type and maintain requisitions, purchase orders, vouchers for payment of supplies, equipment, furniture, payroll accounts and attendance records. Maintain benefits records. 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 bookkeeping; accounting; office practices and procedures; government structure and process. Skill in word processing; equipment operations. Ability to carry out detailed but basic written or oral instructions; deal with problems involving few variables in familiar context; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; arrange items in alphabetical or numerical order; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with two (2) years of customer service and/or general office experience.

Additional Requirements

No special license or certification required.

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