

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

<u>CLASSIFICATION TITLE:</u> Account Clerk Supervisor	<u>CLASS NUMBER:</u> 60208	<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> N11	<u>POSITION CONTROL #:</u> 70005
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Shifts Vary	<u>SUPERVISOR (PCN):</u> Fiscal Officer 2 (70037)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Clerical Specialist (70006) (70007) (70008) (70009) (70010)		

CLASSIFICATION PURPOSE:

The primary purpose of the Account Clerk Supervisor classification is to train, supervise, and coordinate the activities of the assigned staff.

JOB DUTIES:

Supervise clerical specialists responsible for daily transactions. Prepare and reconcile cash transactions from current day. Review employee time records and overtime requests. Day to day operations involving adoption processing, licenses, redemptions, etc. Supervise staff activities on the job and provides performance feedback. Respond to customer complaints before being escalated. Respond to questions or clarification on operations and/or payroll concerns. Serve as backup to assigned staff to ensure accordance with schedules. Maintain files, records, and receipts. Evaluate and prepare performance reviews.

Monitor and oversee changes in vendor information as needed. Obtain and submit new vendor and tax information to the Auditor's office. Review vendor information and invoices for accuracy and processing. Handle correspondence with vendors. Process direct vouchers, expense reports, mileage and parking requests, and employee reimbursements. Maintain vendors' history and vendor invoice lists. Maintain budget information in reference to compiling requests. Obtain and submit compliance affidavits for vendors and purchase orders.

Compile and record statistical information. Verify-daily credit card receipts, cash transactions, daily and monthly bank statements and transfer funds. Maintain records and filing system for accounts. Assist with interviewing new or temporary staff. Research, compile, document, and/or maintain reports related to agency activities

Oversee storage of invoices and other shelter related fiscal documents. Process payroll and pay ins as needed as a backup to the Fiscal Officer and assist with payroll related tasks as necessary. Input and audit deductions for benefits and monitor enrollment of new hires. 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 accounting; employee training and development; supervision; public relations; agency policy and procedures. Skill in equipment operations. Ability to understand system of mechanical or other procedures; calculate fractions, decimals and percentages; prepares meaningful, concise and accurate reports; gather, collate and classify information; establish friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree in accounting, finance, 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

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, and to act on employee problems.

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