

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

<u>CLASSIFICATION TITLE:</u> Business Service Officer	<u>CLASS NUMBER:</u> 60220	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<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> 050028
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Fiscal Officer 2 (050021)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

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

JOB DUTIES:

Coordinate with Purchasing, The Clerk’s office, and the Prosecutor’s office to Manage the contract and PO approval process; Work with vendors to ensure timely and efficient processing of vendor payments. Work with staff to ensure compliance with policies and procedures. Respond to inquiries from staff and vendors. Research and resolve payment processing issues. Research, compile, document and/or maintain files and reports. Prepare specialized reports as needed. Review and recommend strategies for improvement to existing performance, processes and funding. Maintain knowledge of current funding and applicable state and federal regulations. Work with auditors and provide necessary documents for auditing purposes.

Prepare cash transactions for the Auditor’s office. Maintain files, records, and receipts. Oversee information pertaining to the budget and any availability of funding for payroll, accumulator’s reports, and employee accruals reports. 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 customer refunds, direct vouchers, expense reports, travel requests and employee reimbursements. Maintain vendors’ history reports through a general ledger account number and vendor invoice lists. Maintain budget information in reference to compiling requests. Obtain and submit compliance affidavits for vendors and purchase orders. Enter information and requisitions into computer system. Prepare databases and forms, as needed. Compile and record statistical information. Verify and enter daily credit card receipts, daily and monthly bank statements and transfer funds. Provide information to the Treasurer’s office for account breakdown of returned checks. Maintain records and filing system for accounts. Research, compile, document, and/or maintain reports related to agency activities. Review and analyze previous year’s expenses for budget questions that may come up in a presentation to the Commissioners. Make suggestions to the director and assistant director for budget presentations and perform year-end requests for grants. Oversee storage of documents and office supplies. Attend meetings and prepare reports for charitable campaign.

Participate in unit meetings, training and individual conferences. Assist with other clerical duties, including mail sorting, filing, collecting or delivering interoffice mail as needed. Schedule meetings, complete travel arrangements for both in and out of state travel. Complete travel request and employee reimbursement for travel and maintain associated files.

Perform other task-related duties as directed by supervisor Attend meetings and trainings as required.

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; contracting; agency policies and procedures. Skill in word processing; spreadsheet management, using project management software, , technical writing, and business communications. Ability to apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals, and percentages; complete routine forms; maintain accurate records; make appointments; prepare meaningful, concise and accurate reports; use proper

research method in gathering data;; arrange items in numerical or alphabetical 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: Associate degree in accounting, business administration, public policy, legal studies, or related field with two (2) years of related experience; OR Bachelor's degree in accounting, business administration, public policy, legal studies, or related field.

Additional Requirements

No special license or certification is 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