

**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 Job & Family Services - Northland	<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> 100460
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Finance Administrator (100470)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Account Clerk (100461) (100462) (100466) (100467)		

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 account clerks responsible for agency vendor payments. Ensure timely and accurate daily cash receipts and application for assigned accounts. Review and approve daily payment voucher detail for accuracy and completeness. Supervise staff activities on the job and provides performance feedback. Evaluate and prepare performance reviews. Monitor distribution of workload. Research and resolves problems and questions relating to assigned area. Prepare financial summaries for upper management. Ensure accurate and timely processing of data submission and paperwork submitted to other county departments. Identify weak internal controls and recommends procedure improvements. Assist in implementation of new procedures.

Assist with various annual audits. Provide paperwork and documentation as required. Provide counseling and coaching assistance to improve productivity. Analyze expenditures and revenue accounts. Prepare supporting documents. Develop special reports as required. Research and resolves problems and questions from vendors, agency departments, county agencies concerning payment or receipt related issues.

Serve as backup to assigned staff to ensure accordance with schedules. Assure accurate and timely processing of data submission and paperwork submitted to other county departments. Train staff. Maintain knowledge of current funding and applicable federal and state regulations. 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:

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in accounting, finance, or related field with three (3) years of accounting or related 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