

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

<u>CLASSIFICATION TITLE:</u> Account Clerk	<u>CLASS NUMBER:</u> 60205	<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> New Hire: 180 Days Promotion: 120 Days
<u>BARGAINING UNIT:</u> OCSEA	<u>PAY GRADE:</u> O5	<u>POSITION CONTROL #:</u> 100467
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, Ohio 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Account Clerk Supervisor (100460)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

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

JOB DUTIES:

Reconcile all pay-in activities, verifies dollar amounts and project codes, sorts receipts and copies checks in numerical order and batches all payments. Enter payments in accounting system and forwards batches to applicable department for payment. File payment batches with original deposit slip.

Process vendor invoices for payment received by mail, email, and other means. Incoming invoices must be date-stamped, recorded on appropriate lists, and approved by management. Invoices are reconciled with the corresponding purchase order, sorted, entered into the accounting system and put into batches for delivery to the Auditor’s office for payment. File all documents including warrant issuance by vendor and year. Complete tracking spreadsheets, provides payment documentation for audits, and researches information on payments or vendors as requested by management.

Receive checks for overpayments and spenddowns from centers and mail. Reconcile totals and prepare receipts. Enter payments into FORTS and CRIS-E system, check output report for accuracy, copies all checks, and prepare deposit batches for delivery to Auditor’s office. Reconcile checks, copies, and CRIS-E reports for accuracy. Record overpayment and spenddowns on spreadsheet and enters into accounting system. 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; office practices and procedures; agency policies and procedures. Skill in word processing; typing; equipment operation. Ability to define problems, collect data, establish facts & draw valid conclusions apply principles to solve practical, everyday problems; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; read short sentences with basic, concrete vocabulary; comprehend short sentences with basic, concrete vocabulary; copy records precisely without error; arrange items in numerical or alphabetical order; sort items into categories according to established methods; work alone on most tasks; check pairs of items that are similar or dissimilar; use proper research methods in gathering data, review, classify.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: A high school diploma or GED with two (2) years of experience or training in accounting or related field.

Additional Requirements

Must meet background check requirements.

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