

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

<u>CLASSIFICATION TITLE:</u> Accountant <u>WORKING TITLE:</u> Monitor	<u>CLASS NUMBER:</u> 60221	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u> Varies
<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> Department Auditor (930042) [Audit Supervisor]
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Accountant classification is to perform assigned accounting and finance work.

JOB DUTIES:

Conduct routine and non-routine comprehensive monitoring reviews of various providers and departments including financial and operational examination of records related to programs that receive federal, state or local funding through the agency. Schedule and conduct technical assistance meetings with the organization’s management to discuss the basis for reviews and areas of concentration. Identify duplications, overlaps and conflicts with other related programs for which a provider is receiving a pass-through of federal, state, and/or local dollars. Interview all levels of staff to gather pertinent information related to the program monitoring or review. Prepare comprehensive monitoring reports and make recommendations for improvement. Determine need for Continuous Improvement Plans (CIPs) and/or Corrective Action Plans (CAPs). Notify providers of report results. Maintain records and schedules for correspondence related to monitoring findings, CIPs and/or CAPs. Provide financial technical assistance and training to providers. Prepare memos, letters, reports, and other correspondence surrounding monitoring findings.

Read and interpret federal, state, and local rules, regulations, and statutes related to assessing risk, monitoring and cost principles. Make recommendations to supervisor on corrective actions. May conduct comprehensive internal audits/reviews at the request and direction of the fiscal administrator. Conduct technical assistance via on-site meetings, virtual meetings, or by telephone. Make follow-up visits as necessary. Write detailed financial reports. Prepare training materials. Communicate corrective measures to be taken. Prepare annual risk assessment for agency providers. Assist supervisor with the preparation of materials required for federal, state and county audits.

Create, modify, and manipulate spreadsheets as well as Word documents. Maintain folders for each agency provider that contain risk assessments, reports, CIPs etc. Contact providers regarding schedules. Prepare written notification. Assist in internal audits as deemed necessary by the supervisor. 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; accounting; public relations; agency policy and procedures. Skill in equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; use proper research methods in gathering data.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in accounting, finance, or related field with two (2) years of finance, accounting, or related experience; or any equivalent combination of training and experience.

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