

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

<u>CLASSIFICATION TITLE:</u> Accountant (Supervisor)	<u>CLASS NUMBER:</u> 60222	<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> N14	<u>POSITION CONTROL #:</u>
<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> Finance Administrator (930040)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Business Service Officer (930049, 930051)		

CLASSIFICATION PURPOSE:

The primary purpose of the Accountant (Supervisor) classification is to supervise accounting staff and to perform assigned accounting and finance work.

JOB DUTIES:

Supervise, coordinate, and perform a variety of fiscal and budgetary functions. Provide training and daily supervision of the assigned area. Ensure proper control and compliance with applicable laws, rules and accounting standards. Ensure paperwork is completed per established policies and procedures. Develop and implement procedures and methods. Coordinate the activities and assignments of the Business Service Officers. Resolve problems. Distribute work and determine work priorities. Ensure data is updated and accurate. Develop and monitor the operational budget, revenues and expenditures for contracts and programs that include supportive services payments such as PRC, FSU and CCMEP. Assure compliance of federal, state, and local fiscal regulations; and establish internal control procedures for the same. Prepare and process administrative and contractual purchase order requisitions. Input and distribute updated information into purchase order lists. Identify funding sources and verify state and county coding used on purchase orders. Utilize and oversee the maintenance of active contract tracking system to monitor expenditures by contract, program, and appropriations. Receive and process invoices for contract payments per established guidelines. Maintain invoice files and spreadsheets. Oversee the active contract file and ensure accuracy.

Prepare and compile statistical documents and reports. Plan and coordinate purchases, receipts, storage, supplies, equipment, and services. Act as backup for the Business Service Officer who is responsible for random moment sampling. Assist in monthly analysis of agency expenditures compared to federal grants. Maintain financial records. Supervise the handling of PRC and other supportive services (i.e., CCMEP, FSU) payment request packets and the collation of performance and fiscal data related to these for monthly and quarterly reporting.

Participate in department interviews for new hires, evaluate staff's performance, make recommendations regarding disciplinary issues, and provide coverage for other supervisors in their absence. 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; bookkeeping; inventory control; accounting; employee training and development; office management; agency policy and procedures; government structure and processes. Skill in word processing; equipment operations. Ability to understand system of mechanical or other procedures; deal with many variables and determine specific action; calculate fractions, decimals and percentages; use statistical analysis; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; develop complex reports; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from and contact with officials; resolve complaints from government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in accounting, finance, or related field with three (3) years of progressively responsible finance, accounting, or related-experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date: _____

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend and approve the transfer, promotion, or salary increase of other employees.

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