

**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 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> 100437
<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 (100410)
<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 the fiscal expenditures and provide customer service and assistance.

JOB DUTIES:

Monitor and conduct statistical analysis of key program performance including Prevention, Retention and Contingency (PRC) program, Comprehensive Case Management and Employment Program (CCMEP), Title XX programs, and other programs as needed. Collect, review and collate performance and fiscal data for monthly and quarterly reporting. Develop process to train supervisors and staff on agency funding and how performance impacts the agency's available funding. Monitor program performance regularly. Ensure programmatic compliance with data entry and maintenance in state reporting systems, such as CFIS, CFIS CLT, Title XX System, WebRMS, PRC Tool and SSA; and other reporting tools as needed, such as Results, Innovations, and Outcomes (RIO) system. Prepare required state financial reports. Review and track Random Moment Sample (RMS) results and compliance with funding. Review participant roster and participant schedules prior to state submission. Make recommendations as to categorization of cost pool assignments. Review PRC and CCMEP payment request packets for compliance, accuracy and completeness.

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. Attend meetings and trainings as required.

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; inventory control; safety practices; agency policies and procedures. Skills in word processing; equipment operations. 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; prepare and deliver speeches before specialized audiences and general public; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree in accounting, business administration or related field with three (3) years of 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