

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

<u>CLASSIFICATION TITLE:</u> Finance Administrator	<u>CLASS NUMBER:</u> 60303	<u>FLSA:</u> 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> N17	<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> Deputy Director, Finance (100440)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Account Clerk Supervisor (100450, 100460) Purchasing Agent (100411) Business Service Officer (100437)		

CLASSIFICATION PURPOSE:

The primary purpose of the Finance Administrator classification is to oversee the accounting activities to include reporting, cash management activities, accounts payable, subsidized daycare, payroll activities, audit facilitation, fiscal contract monitoring, and cost allocation program and to supervise assigned fiscal staff.

JOB DUTIES:

Oversee agency budget process. Supervise assigned staff. Handle the responsibility for accounting activities to include reporting, cash management activities, budget development and monitoring, procurement, payroll activities, audit facilitation, fiscal monitoring, and cost allocation program. Manage the day to day operations of the payroll, RMS, and purchasing units in the financial reporting, cash management, payroll processing, purchase orders, invoice payment and processing section for receipts and expenditures related to the various local, state, and federal programs administered by the agency. Reconcile monthly agency expenditures to cash draws to minimize cash on hand and interest due to the Federal government for the agency’s public assistance fund. Assist other Finance Administrator with areas of responsibility, as needed. Act on behalf of the Deputy Director, Finance in their absence, as needed.

Supervise subordinate staff responsible for financial activities related to the payment of administrative and contractual services, bi-weekly payroll, random moment sampling, procurement, and monthly and quarterly reporting. Review and approve purchase order requests. Responsible for financial reporting of agency receipts and expenditures through the state financial computer system (CFIS) and local MUNIS system. Oversee the processing of agency payroll. Assure all processes administered by area of responsibility are done in a timely manner and deadlines are met. Approve time sheets and leave requests. Responsible for disciplinary actions inclusive of counseling, letters of reprimand, recommendation for suspension and removal. Make recommendations and provide solutions regarding agency finances.

Responsible for the compilation and review of data for the agency’s annual budget process. Work with department auditor & State Auditor on monitoring of contracted providers and audit preparation & resolution. Coordinate and direct internal projects related to the finance department. Review and comment on pending procedural, regulatory, and legislative proposals and changes.

Prepare complex spreadsheets and reports for management review that reflect the agency’s overall financial status, related financial statements, and various financial reports needed to monitor state and federal grant awards. Assure compliance and implements internal policies and procedures related to state and federal laws, rules, and regulations related to the various programs administered by the agency. Participate in strategic discussions and decisions of the allocation of financial resources. Attend meetings as needed. Attend and provide training for county cost allocations system, studies, and implications of agency operations and costs. Perform monthly analysis of local expenditures against federal grants to assure agency had adequate financial resources to meet state and federal resources. Identify trends that could negatively impact usage of state and federal funds. Prepare special reports, assists with new initiatives and projects to determine financial impacts. Perform other duties as required. 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; accounting; supervision; human relations; agency policy and procedures; government structure and process; interviewing. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid

conclusions; calculate fractions, decimals, and percentages; maintain accurate records; prepare meaningful, concise and accurate records; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as supervisor of unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in accounting, business, or public administration with three (3) years of accounting, business, or public administration 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, to act on employee problems, 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