

**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> Fleet Management	<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> 041001
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (041000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Fleet Fiscal Specialist (041008)		

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:

Position has shared duties between Purchasing Department and Fleet Management to coordinate daily work activities. Ensure paperwork is completed per established policies and procedures. Develop and implement procedures and methods.

Develop and monitor the operational budget, revenues and expenditures, and fiscal activities for compliance with Office of Management and Budget and county Auditor directives. Assure compliance of federal, state, and local fiscal regulation; and establishes internal control procedures for the same. Monitor and approve the activities in accounts receivables and payables, payroll, budgets, inventory, travel expenses and other reimbursable expenses. Perform and brief the assigned agency directors on monthly financial analysis of the operating budget to include expenditure estimates (year-end expense projections for each program and each appropriation line item) and revenue estimates (year-end revenue projections for each program and object code). Review and approve agency purchase orders, plans and coordinates purchases, receipts, storage, supplies, equipment and services. Collect, collate, and input quarterly financial information into the county budget system; projects year-end performance targets by program and revenues and expenses by fund, program, and appropriation line items. Conduct monthly general ledger reconciliations. Develop complex statistical documents and reports for the assigned agency directors. Coordinate requests for supplemental appropriations requests and appropriations transfers. Establish budget funds and account codes.

Coordinate, monitor, and administer numerous financial management activities for the surplus auction program. Maintain and update the surplus auction management and tracking system. Train county agencies' personnel on use of surplus auction website and conducts quality assurance audits of postings to the online website agencies. Plan and coordinate purchases of supplies, services, and capital equipment expenditures. Maintain and reconcile annual fixed assets inventory. Maintains financial records and personnel documents. 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

Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.

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