

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

<u>CLASSIFICATION TITLE:</u> Fiscal Officer 1	<u>CLASS NUMBER:</u> 60302	<u>FLSA:</u> 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> N16	<u>POSITION CONTROL #:</u> 041001
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Director (041000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Fleet Fiscal Specialist (041008)		

CLASSIFICATION PURPOSE:

The purpose of the Fiscal Officer 1 classification is to supervise, coordinate, monitor and perform a variety of fiscal and budgetary operations for assigned department, fiscal programs or, agency, to ensure proper control and compliance with applicable laws, rules & accounting standards.

JOB DUTIES:

Coordinate, monitor and perform a variety of fiscal management and control activities for General Services (Purchasing/Fleet). Authorize obligations, purchases, expenditures and payments. Manage fiscal and monitor aspects of special grants. Prepare and monitor agreements and contracts with consultants. Responsible for accounts payable and receivable, inventory, account allocation planning and payroll budget activities. Review and approve travel expenses. Establish and implement accounting or auditing procedures. Manage distribution of funds to sub-divisions. Prepare, analyze, maintain and oversee preparation and maintenance of variety of fiscal and budgetary reports, records, studies and correspondence. Manage and maintain related documentation and files.

Manage the day-to-day operations of assigned area. Establish performance standards. Approve timesheets, leave forms, and requests for assigned staff. Interview and hire staff for posted positions with the department. Prepare employee performances appraisals. Coach and mentor employees. Recommend discipline. Plan, schedule and prepare materials to conduct training programs and workshops. Schedule employees to attend. 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; supervision; office practices and procedures; agency policy and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor.

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 five (5) years of accounting experience.

Additional Requirements

Must already be, or be willing to become, a notary public.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of others, to provide instruction and training to maintain department standards, to recommend employee's discipline or discharge, to act on employee issues, to recommend and approve salary increases.

UNUSUAL WORKING CONDITIONS:

Office is housed by auto repair shop.

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