

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

<u>CLASSIFICATION TITLE:</u> Fleet Fiscal Specialist	<u>CLASS NUMBER:</u> 60210.1	<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> N7	<u>POSITION CONTROL #:</u> 041008
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:30 AM – 4:30 PM	<u>SUPERVISOR (PCN):</u> Accountant Supervisor (041001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Fleet Fiscal Specialist classification is to ensure employees are paid correctly, assist in monitoring payables and receivables associated with general services and evaluate weekly eligibility vendor transmissions to ensure data integrity.

JOB DUTIES:

Maintain payroll systems and spreadsheets. Collect, review and collate timesheet data and leave forms for processing. Review for accuracy and completeness. Reconcile timesheets between database and payroll systems. Provide customer service to employees, (i.e. questions, technical support, etc.). Work with HR to maintain deduction information. Process essential documents from employees. Prepare specialized reports. Research and resolve employee payroll issues. Maintain accurate and current paper and electronic files through the use of file cabinets, excel spreadsheets and word processing.

Respond to inquiries from employees regarding Credit Union, Family Medical leave, direct deposits, payroll deductions, OPERS, Sick leave, Vacation leave, etc. Coordinate with the Director’s office, the Auditor’s office and the Commissioners’ office to process payroll supplements. Provide requested payroll information when audited. Verify pay increases according to Commissioners’ policy. Improve payroll procedures to enhance accuracy, completeness and efficiency. Responsible for keeping payroll information current and confidential.

Prepare and process invoice payments for completeness and accuracy. Process batches of invoices for payment. Enter data into the accounting system to create requisitions for purchase order approval. Perform research, evaluate errors and works to correct them. Process information and receive checks from outside agencies for payment. Process pay-ins as needed. Perform various related clerical tasks (e.g., process billing statements and correspondence, greeting customers and answer phone inquiries, and maintain a filing system).

Process all vehicle accident claims, create files, contact insurance companies, and gather information and documents to include photos of damaged county owned vehicle. Evaluate the claim and prepare a recommendation for the Director’s approval. Create monthly fuel statements, distribute to appropriate agency, post receipt after approval and maintain files. Maintain fuel records and audit records weekly. Research and investigate any fuel purchase discrepancies. Maintain vehicle registrations for all county vehicles including undercover units. Secure all confidential registration 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; employee training and development; public relations; agency policy and procedures; government structure and process. Skill in typing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals, and percentages; maintain accurate records, prepare meaningful, concise and accurate reports; handles sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with two (2) years of accounting or business experience; or any equivalent combination of training and experience.

Additional Requirements

Possess Notary Commission stamp and/or seal with ability to keep current during employment of obtain within four (4) month of employment.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be exposed to inclement weather to observe, inspect and obtain photos of damaged vehicles.

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