

**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> Justice Policy & Programs	<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>
<u>POSITION LOCATION:</u> 373 S. High St. 25 th FL Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Fiscal Officer 2
<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 administrative assistance.

JOB DUTIES:

Serve as the primary backup personnel to the Fiscal Personnel. Process accounts payable and receivable. Maintain files, records, and receipts. Oversee information pertaining to the budget and any availability of funding for payroll, accumulator's reports, and employee accruals reports. Monitor and oversee changes in vendor information as needed. Obtain and submit new vendor and tax information to the Auditor's office. Review vendor information and invoices for accuracy and processing. Handle correspondence with vendors. Process customer refunds, direct vouchers, expense reports, travel requests and employee reimbursements. Maintain vendors' history reports through a general ledger account number and vendor invoice lists. Maintain budget information in reference to compiling requests. Obtain and submit compliance affidavits for vendors and purchase orders. Enter information and requisitions into computer system. Prepare databases and forms, as needed. Compile and record statistical information. Verify and enter daily credit card receipts, daily and monthly bank statements and transfer funds. Provide information to the Treasurer's office for account breakdown of returned checks. Maintain records and filing system for accounts.

Assist with interviewing new staff or temporary staff. Research, compile, document, and/or maintain reports related to agency activities. Review and analyze previous year's expenses for budget questions that may come up in a presentation to the Commissioners. Make suggestions to the director and assistant director for increased budget presentations and perform year-end requests for grants. Monitor monies spent from grant awards. Oversee storage and destruction requests of documents and office supplies. Prepare fiscal close outs and conduct desktop and on-site monitoring visits of sub-recipients. Attend meetings and prepare reports for charitable campaign. Serve as the primary administrative assistant for the office including answering telephone, interacting with walk-in customers, and responding to resident inquires. Prepare information materials for distribution. Order supplies and equipment; taking notes during meetings; maintain files. Coordinate travel plans and meeting arrangements. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting, bookkeeping, safety practices; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing. Skill in word processing; 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 reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor or work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate's degree in accounting, business administration or related field with three (3) years of accounting or related experience; grants management.

Additional Requirements

No additional license or certification is required.

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