

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

<u>CLASSIFICATION TITLE:</u> Fiscal Officer 2	<u>CLASS NUMBER:</u> 60304	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office of Homeland Security & Justice Program - Justice Programs Unit	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N18	<u>POSITION CONTROL #:</u> 132104
<u>POSITION LOCATION:</u> 373 S. High Street, 25 th Fl., Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday - Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Justice Policy & Programs (132100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Fiscal Officer 2 classification is to provide strategic management and monitoring of the accounting and finance functions of the agency, and oversee assigned staff.

JOB DUTIES:

Responsible for managing the day-to-day fiscal operations including accounts payable and receivable, cash management, invoice processing and payment of administrative and grant related accounts. Reconcile agency expenditures to cash draws to minimize cash on hand and monitor appropriations and daily fund balance in the agency funds. Federal, state and local financial reporting as required by the county and funding agencies. Prepare and submit reimbursement and draw down requests and monitor revenues. Conduct a monthly reconciliation of agency finances. Prepare and file journal entries.

Analyze and prepare clear and precise financial reports and presentations for the agency Senior Staff, OMB and various Boards. Prepare and submit required federal and state grant fiscal reporting for both formula and discretionary grants awarded to the agency. Responsible for completing the monthly Small and Emerging Business Report as required by the Franklin County Purchasing Office.

Provide technical assistance and guidance to sub-recipient agencies as it relates to financial grants management, standard accounting procedures and relevant federal OMB circulars. Conduct regular desk and field financial monitoring of sub-recipients to ensure compliance with local, state and federal guidance.

Prepare annual year end CAFR reporting as required by the Auditor and Treasurer's Offices including reconciliation of fixed assets, depreciation schedules, physical inventory and determination of assets that are fully depreciated. Work in coordination with Public Facilities Management to document and dispose of fixed assets meeting their useful life in compliance with respective funding entity. Ensure agency and sub-recipient compliance with applicable A133 requirements. Oversee agency lease and service agreements.

Serve as lead in preparing agency documentation for annual State Audit. Serve as primary liaison with State Auditor's Office.

Oversee the processing, submission, and reporting of payroll. Maintain confidential payroll, financial and personnel files of agency employees for the purpose of providing Franklin County Auditor's Office with updated information for the preparation and approval of payroll (MUNIS System).

Coordinate employee benefits with human resources. Field inquiries from employees and management regarding payroll issues. Assist in planning and development of employee benefits, payroll policies, and allocation of resources. Prepare resolution documents and entry into the BOC CRMS system.

Coordinate office functions including supply ordering and management. Share agency customer service activities to include telephone and front desk responsibilities. Respond to public inquiries and maintain files. 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; accounting; supervision; human relations; agency policy and procedures; government structure and process; interviewing skills. 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 records; inventory control; use proper research methods in gathering data; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in accounting, finance, or related field with five (5) years of accounting, finance, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend 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