

**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 on Aging	<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> 110012
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, CFO (110101)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Fiscal Support Analyst (110013, 110014), Business Service Officer (110015)		

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:

Manage the day-to-day operations of the financial reporting, cash management and processing for all senior services levy programs and adult protective service, including accounts receivable/payable and fund balances. Prepare complex statistical documents and reports. Manage service unit audit process for provider agencies under contract. Investigate/resolve budget or financial problems. Resolve provider billing disputes. Review and sign off for payroll. Review, coordinate and approve all aspect of accounts payable. Provide supervision and training to fiscal support analysts. Develop procedures for finance department.

Prepare and analyze annual budget. Assist with preparation and analysis of budgeted program performance measures. Analyze county, state and federal regulations and agency budgets for possible impact. Assist with revising the agency’s strategic business plan. Lead agency’s managing for results and performance bases budgeting. Prepare and analyze quarterly forecasts (e.g. expenditures, revenues and fund balances).

Prepare complex spreadsheets and reports for executive review that reflect the agency’s overall status, related financial statements, and various financial reports needed to monitor state and federal grant awards. Coordinate with grant administrator around fiscal accountability of grant funds. Prepare special reports. Assist with new initiatives and projects that affect agency finances and determines related financial impact. Prepare records for maintaining fixed assets and inventory schedules. Prepare annual interest calculations for federal funding received. 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; inventory control; accounting; supervision; human relations; agency policy and procedures; government structure and process; 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 records; use proper research methods in gathering data; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor of 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: Bachelor’s degree in accounting, finance, or related field with five (5) years of accounting, finance, or related 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