

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

<b><u>CLASSIFICATION TITLE:</u></b> Fiscal Clerk	<b><u>CLASS NUMBER:</u></b> 60204	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Public Facilities Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A5	<b><u>POSITION CONTROL #:</u></b> 032405
<b><u>POSITION LOCATION:</u></b> 373 S High Street, Lobby, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Superintendent, Fiscal and Payroll (032400)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Fiscal Clerk classification is to perform clerical work to process accounts payable and accounts receivable documentation and to provide general clerical support to the department.

**JOB DUTIES:**

Receive and review account payables documentation, such as invoices and vouchers. Verify accuracy and completeness of information. Key information into department database and accounting system. Match packing slips to invoices received. Scan accounts payable documents into electronic format for filing. May assist with accounts receivables. Verify accuracy and completeness of information. Create billing invoices for services provided to agency customers. May assist with researching and resolving discrepancies and reconciling accounts. Assist payroll specialist with scanning of agency leave forms.

Provide general clerical support as needed. Maintain fiscal documentation and vendor files. Type correspondence and reports. Answer phone calls. May assist with researching and compiling data for budgets, audits, etc. Assist with records retention. Provide coverage for agency receptionist. 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 bookkeeping; office practices and procedures; agency policy and procedure. Skill in word processing; equipment operations. Ability to comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals, and percentages; maintain accurate records; prepare meaningful, concise, accurate reports; use proper research methods in gathering data; work alone on most tasks; answer routine telephone inquiries from public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with two (2) years of experience in clerical position in a finance or related environment.

**Additional Requirements**

No special 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