

**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> Public Facilities Management	<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> 030170
<u>POSITION LOCATION:</u> 373 South High St., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Support Services & Finance (030002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Fiscal Support Analyst (030023, 030024, 030025, 030026) Support Analyst Lead (030027)		

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 the agency, including accounts receivable/payable and fund balances. Prepare complex financial documents and reports. Provide strategic management of the accounting and policies of the agency and participate in agency strategic plan development in conjunction with the Assistant Director, Chief Financial Officer. Investigate/resolve budget or financial problems. Resolve billing disputes. Review, coordinate and approve all aspect of accounts payable. Monitor reimbursement of any funding. Provide supervision, hiring, training, performance appraisals, timesheets, attendance records, and other related functions to assigned staff. Develop procedures for the fiscal division in conjunction with the Assistant Director, Chief Financial Officer. Assist with the development and management of data processing systems.

Prepare and analyze annual budget. Assist with preparation and analysis of budgeted program performance measures. Design and update fiscal accounting procedures and ensure division compliance with applicable state and/or federal regulations. Manage and oversee the relationships between external independent auditors and the agency. 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 the budget. Prepare special reports. Assist with new initiatives and projects that affect agency finances and determines related financial impact. Perform reconciliation of bank account used for credit card receipts. Authorize purchase expenditures. Coordinate year-end process with other agency staff. 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:

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