

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

<u>CLASSIFICATION TITLE:</u> Fiscal Support Analyst	<u>CLASS NUMBER:</u> 60206	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A6	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Fiscal Officer 2 (030170)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Fiscal Support Analyst classification is to handle the responsibility for the day-to-day finance activities such as accounts receivable, accounts payable, billing, payments, and service audits to support the operations of the office.

JOB DUTIES:

Prepare, process, and post invoices for payment. Copy and/or electronically scan supporting documentation. Maintain fiscal records and files per established procedures. Enter data into agency and county accounting system. Process reimbursements. Post and process payments. Enter payments into accounting system. Monitor outstanding accounts receivable. Create pay-ins for cash receipts. Post pay-ins to agency database. Create electronic transfer of credit card receipts from agency bank account to the county treasury bank account.

Monitor assigned accounting and finance areas. Conduct audits of assigned areas. Resolve internal and external vendor related issues. Research and resolve issues and discrepancies. Respond to vendor inquiries. Create purchase orders and billing from approved requests. Update purchase order requisitions. Create purchase order reduction/closure requests for submission to the county auditor. Preparation of leases for county office space. Establish new parkers for county parking facilities. Maintain inventory for parking tokens and key cards.

Perform monthly reconciliation of monthly programs. Create cash flow report on non-general fund programs. Correct and post internal accounts within the county's accounting system. Perform analysis of quarterly financial reporting. Analyze and recommend annual budget for assigned areas. Assist in the preparation of annual budgets. Assist in preparation of the annual cost allocation plan. Track utility usage and expense.

Prepare accounting and finance reports monthly and as requested. Type correspondence, budgets, and reports. Perform cross training for assisting other staff members. Provide assistance to co-workers and/or performs those responsibilities as necessary to maintain standards of operation. Assist in response to agency inquiries on agency leases and billings. Assist with records retention. 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; agency policy and procedures. Skill in equipment operation. Ability to carry out simple instructions; understand practical field of study; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; copy records precisely without error; maintain accurate records; prepare meaningful, concise and accurate reports; work alone on most tasks; cooperate with co-workers on group projects; answer routine telephone inquiries from public; 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 or related field with two (2) years of accounting, finance, or related experience.

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