

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

CLASSIFICATION TITLE: Superintendent, Fiscal and Payroll Services	CLASS NUMBER: 60305.1	FLSA: Exempt
AGENCY/DIVISION: Public Facilities Management	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N19	POSITION CONTROL #: 032400
POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Assistant Director, Administration (032000)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Payroll Specialist 3 (032406) Fiscal Support Analyst (032401, 032402, 032403,032404) Fiscal Clerk (032405)		

CLASSIFICATION PURPOSE:

The primary purpose of the Superintendent, Fiscal and Payroll Services classification is to provide strategic management of the accounting, budgeting and finance functions of the agency.

JOB DUTIES:

Provide supervision, hiring, training, performance appraisals, timesheets, attendance records, and other related functions to assigned fiscal and payroll staff. Develop and/or assist in development of fiscal and payroll procedures, policies and control activities. Provide strategic management of the accounting and policies of the agency. Design and update fiscal and payroll accounting procedures and ensure operational compliance with applicable state and/or federal regulations. Manage annually the development, implementation and regular monitoring of multiple diverse, complex agency and project budgets. Participate in agency strategic plan development. Monitor reimbursement of any funding. Develop data processing systems. Develop techniques to ensure uniformity, accuracy, and compliance of accounting and payroll operations within agency. Recommend and advance enhancements for fiscal and payroll processes and internal controls.

Manage and oversee the relationships between external independent auditors and the agency. Develop, prepare and oversee preparation and maintenance of various related fiscal and payroll reports and leases. Record and analyze financial statements and payroll reports and/or other documentation. Communicate the agency’s actual performance versus budget and objectives. Recommend strategies and identify areas for improvement. Respond to formal requests containing agency accounting systems procedures. Report analyses of budgetary impact, bid specifications or correspondence. Perform reconciliation of bank account used for credit card receipts. Perform random cash audits and payroll validation.

Interact with other department staff leaders on critical financial and business matters. Assist with business finding decisions and coordinate beginning-year and year-end processes with other agency staff. Authorize purchase expenditures and oversee cash flow on non-general funds. Develop and conduct fiscal, purchasing and payroll policies/procedures training for 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; accounting; management; supervision; public relations; office management; agency policy and procedures; government structure and process. Skill in word processing; equipment operation. Ability to deal with variety of variables in somewhat unfamiliar context; define problems, collect data, establish facts and draw valid conclusions; interpret and prepare and/or edit technical fiscal materials; add, subtract, multiple and divide whole numbers; use statistical analysis; prepare meaningful, concise and accurate reports; proofread technical materials, recognize errors and make corrections; 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

Certification as a Public Accountant is preferred.

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, to recommend the transfer and promotion 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