

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

<u>CLASSIFICATION TITLE:</u> Support Analyst Lead	<u>CLASS NUMBER:</u> 60209	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A11	<u>POSITION CONTROL #:</u> 030027
<u>POSITION LOCATION:</u> 373 S High Street, Columbus, Ohio 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 Support Analyst Lead classification is to monitor, coordinate, and control the fiscal expenditures and provide customer service and assistance.

JOB DUTIES:

Monitor and conduct statistical analysis of key program performance measures. Collect performance and fiscal data and use analysis to create evidence based actions to improve performance in the agency’s measured performance areas. Develop process to train supervisory and support staff on the fiscal operations and performance budgeting. Review vendor contracts and invoices for accuracy. Work with auditors and provide necessary documents for auditing purposes. Process account receivables and account payables. Attend fiscal meetings and trainings as required. Maintain regular and predictable attendance.

Assist with preparation and processing administrative and contractual purchase order requisitions. Enter purchase orders & make amendments to purchase orders as required. Provide budget cost information and ensure compliance with county procurement policies. Review and process contraction payment applications. Enter purchase orders into computer system. Receive and processes invoices for contract payments per established guidelines. Maintain proper records. Prepare reports, review policies and procedures for revisions as needed. Verify payments to vendors & answer telephone inquiries, maintain records, and prepare correspondence. Track utility usage and expense.

Create purchase order reduction/closure requests for submission to the county auditor. Preparation of leases for county office space, capital asset reconciliation and budget management. Create cash flow report on non-general fund programs. Correct and post internal accounts within the county’s accounting system. Assist in the preparation of annual budgets. Assist in preparation of the annual cost allocation plan. Assist in response to agency inquiries on agency leases and billings.

Post and process payments into accounting system\agency database. Prepare, process, and post invoices for payment. Copy and\or electronically scan supporting documentation. Create and post pay-ins for cash receipts into agency database. Create electronic transfer of credit card receipts from agency bank accounts to the county treasury bank account. Provide assistance to staff and\or performs those responsibilities as necessary to maintain standards of operations.

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; bookkeeping; inventory control; public relations; agency policy and procedures; government structure and process; interviewing. Skill in word processing, and 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 reports; use proper research methods in gathering data; gather, collate and classify information; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate’s degree in accounting, business administration or related field with three (3) years of accounting or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

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