

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

<u>CLASSIFICATION TITLE:</u> Fiscal Officer 1	<u>CLASS NUMBER:</u> 60302	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Sanitary Engineering	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 090018
<u>POSITION LOCATION:</u> 280 E. Broad St., 2 nd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Fiscal Officer 2 (090305)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The purpose of the Fiscal Officer 1 classification is to supervise, coordinate, monitor and perform a variety of fiscal and budgetary operations for assigned department, fiscal programs or, agency, to ensure proper control and compliance with applicable laws, rules & accounting standards.

JOB DUTIES:

Administrate, develop and monitor sanitary engineering’s budget, revenues, expenditures and fiscal activities and expenses. Establish purchasing, accounts receivable and accounts payable procedures. Supervise account clerks/billing specialists who monitor water/sewer customer service accounts. Responsible for maintaining water and sewer rate structure, managing and monitoring the work assignments in both accounting, billing, customer service and fiscal. Supervise and direct all tasks (daily, weekly, monthly and quarterly) for the account clerk positions, in absence of supervisor. Prepare complex statistical data, reports and documents using word processing and spreadsheets. Assist the director in budget proposals. 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; bookkeeping; inventory control; supervision; office practices and procedures; agency policy and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in accounting, business, or public administration with five (5) years of accounting experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of others, to provide instruction and training to maintain department standards, to recommend employee’s discipline or discharge, to act on employee issues, to recommend and approve salary increases.

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