

Franklin County Board of Commissioners Classification Specification & Job Description

CLASSIFICATION TITLE: Fiscal Officer 2	CLASS NUMBER: 60304	FLSA: Exempt	
AGENCY/DIVISION: Sanitary Engineering	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180	
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N18	POSITION CONTROL #: 090305	
POSITION LOCATION: 280 E. Broad St., 2 nd FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Director (090100)	
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Fiscal Officer 1 (090310) Accountant (Supervisor) (090311)			

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:

Provide direct supervision of assigned staff. Monitor the agency's activities regarding accounts payable, payroll, budgets and utility billing. Develop, coordinate and provide data collection and analysis of water and sewer rates and utilization trends. Identify needs and prepares recommendations to develop, modify, terminate, or automate data collection and analysis to meet the needs of the water and sewer system. Design special accounting and information systems and procedures, as needed.

Direct, develop, and maintain accounting policies and internal controls for the agency. Prepare cash flow statements and cash reserve analysis in addition to long term forecasting for operational and capital needs. Monitor billing accounts, past due accounts and revenue levels to include revenue received from state and federal government. Prepare and compile statistical documents and reports. Responsible for preparation of annual and ongoing budget proposals. Review reports and documents assigned to other staff. Define effective measurements, benchmarks, and results for each agency program.

Develop and administer a uniform budget policy and program to accommodate multiple funding sources and budgets from various appropriations and public entities. In preparation for the monthly Sanitary Engineering balancing report, prepare general ledger analysis. Coordinate, review, monitor and complete special projects, as needed. Participate in development of resolutions; respond to inquiries and/or complaints from the public. Provide fiscal advice regarding project planning. 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:

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

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, 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 and approve 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 in the position description.	position description and can perform the essentia	al functions of the job duties as described
Employee Name	Employee Signature	 Date