

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

<b><u>CLASSIFICATION TITLE:</u></b> Fiscal Support Analyst	<b><u>CLASS NUMBER:</u></b> 60206	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Sanitary Engineering	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N6	<b><u>POSITION CONTROL #:</u></b> 090017
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 2 <sup>nd</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Accountant (Supv) (090019)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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:**

Act and assist as lead support for Account Clerks in the absence of the supervisor, and other junior staff. Provide training and guidance as needed. Assist in preparation of audits, including gathering necessary documentation and other supporting auditing activities as needed. Review and prepare water and sewer bills. Describe and manage a high level of understanding of billing practices and accounting principles and apply them in various situations Receive and post payments to customer accounts, calculate and add penalties to delinquent accounts and send out final water and sewer bills using the county computer billing system. Responsible for accurate account management, i.e., data entry, name changes, final billing and new service updates. Generate penalty reports, audit reports, delinquent and service shut-off reports.

Perform customer service duties as required, answer telephone, schedule service calls, receive payments from customers either by mail or in office, and resolve customer disputes. Manage additional complex customer account records and support the supervisor in preparation of reports from the billing system. Involved in the analysis and the preparation of the reports. Research and address higher level customer account issues and discrepancies that arise, including repairing billing records, meeting with and assisting customers with complex analysis of their account issue, and supporting the maintenance team with account specific issues. Maintain files, records, accounting documents, billing documents and/or statements. Compile and print out billing, account receivable or account payable reports as needed by the fiscal officer or director. Along with supervisor, meet with outside vendors of billing system and water meters, maintain electronic systems and assist in training for other staff. Discuss any unusual customer questions, concerns or complaints with supervisor or the director. Maintain regular and predictable attendance.

Perform related clerical tasks, creates, maintains, and retires the purchase order resolutions and purchase order proof lists in accordance with established requirements. Archive and track expired purchase contracts. Maintain records retention program. 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 accounting; public relations; office practices and procedures; 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; calculate fractions, decimals and percentages; copy records precisely without error; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; sort items into categories according to established methods; answer routine telephone inquiries from 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 three (3) years of progressively responsible finance, accounting, 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