



Franklin County Child Support
Enforcement Agency
80 East Fulton Street
Columbus OH 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Account Clerk 2 (Bargaining Unit) **PCN:** 082152

DEPARTMENT: Enforcement **P. R.:** T5

REPORTS TO: Ellen Frasure, Support Officer Supervisor

RESPONSIBILITIES: Analyze, correct, process, and maintain accounts, ledgers and other related information to determine accuracy and validity for court order terms and modifications. Compute, prepare, and summarize reports to update and correct un-reimbursed assistance. Review audits for calculated arrearage and adjust and consolidate payment histories.

Identify court cases in order to post payments and payments in suspense. Research information to assist supervisor and/or Support Officers in answering difficult questions or telephone calls.

MINIMUM QUALIFICATIONS: High school diploma or GED with three (3) years of experience or training in accounting; or any equivalent combination of training and experience.

STARTING SALARY: \$15.00/hour, plus a comprehensive Benefits Package
120 Day Probation Period

DATE POSTED: Monday, April 17, 2017

DEADLINE TO APPLY: Friday, April 28, 2017

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

-EOE-