



**FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215**

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

POSITION TITLE: Account Clerk 1 **PCN:** 082171
(Bargaining Unit)

DEPARTMENT: Enforcement **P.R.** T4

REPORTS TO: Brandi Gallebo, Support Officer Supervisor

RESPONSIBILITIES: Perform administrative and general accounting work, process financial documentation, and maintain financial records for the Agency. Retrieve and sort court documents from previous day. Enter court orders; create files for new cases to be enforced and payments to be received. Release payments and funds. Perform research on adjustments, payments posted, and problem resolution.

MINIMUM QUALIFICATIONS: High school diploma or GED with two (2) years previous experience or training in accounting, or equivalent combination of training and experience.

STARTING SALARY: \$14.24/hour, plus a comprehensive benefits package.
120 Day Probationary Period

DATE POSTED: Thursday, September 14, 2017

DEADLINE TO APPLY: Wednesday, September 27, 2017

If interested and to apply on-line, please go to:
<http://hr-boc.franklincountyohio.gov/job-openings/current-jobs.cfm>

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