



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Statistical Clerk (Bargaining Unit) **PCN:** 100451

**DEPARTMENT:** Finance Department **P. R.:** O3

**REPORTS TO:** Account Clerk Supervisor

**RESPONSIBILITIES:** Review, audit, analyze, and determine statistical calculations on rosters and certificates that are submitted for payment by contracted, Day Care Centers and Home Providers. Determine accuracy, validity and payment amount of invoices in the preparation process for the disbursement of funds; enter data in computer system.

Maintain provider records, assemble provider mailings, extract and categorize information that is used in the preparation and completion of financial and statistical reports. Balance, reconcile payments, post information on records and inform supervisor of billing irregularities contained in provider information received and entered.

Respond to inquiries from contracted providers and other individuals regarding payment and generate forms required for payment adjustments, stop payments and billing irregularities related to the invoicing process.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED is required; supplemented by one (1) year of experience in accounting, clerical or customer service work that includes 10-key calculation; or any equivalent combination of training and experience.

**STARTING SALARY:** \$13.69/hour, plus a comprehensive benefits package  
180 day probationary period.

**DATE POSTED:** Monday, March 13, 2017

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS ONLY:** Friday, March 17, 2017

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Friday, March 24, 2017

If interested, please go to <http://Commissioners.FranklinCountyOhio.gov/HR/> and apply on-line.

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