



**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:** 082124  
(Bargaining Unit)

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

**REPORTS TO:** Jennifer Cabral, 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:** Friday, February 17, 2017

**DEADLINE TO APPLY:** Friday, March 3, 2017

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

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