

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Accountant 2</i>	DIVISION: <i>Financial & Administration</i>	DEPARTMENT: <i>Financial Management</i>
WORKING TITLE: <i>Accountant 2</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>721100 Fiscal Officer 1</i>	JOB STATUS: <i>Full time</i>
CLASSIFICATION NO.: <i>66112</i>	PCN: <i>721111</i> PAY RANGE: <i>22</i>	REVISION DATE: <i>1/16</i>
EQUIPMENT USED: <i>telephone calculator printer</i> <i>computer copying machine automobile</i>		
<p>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate major program core coursework in Accounting (or 2 yrs accounting exp.); or equivalent.</i></p> <p>PREFERRED: <i>Bachelor's degree (major in Accounting) or Associate's degree (major in Accounting) with 3 years relevant Benefits/Payroll Clerk experience or other equivalent combination of education and/or work experience; training and exp. in the use of financial spread-sheet software(Excel, Lotus, Quattro Pro).</i></p>		
<p>PURPOSE: <i>Employee is under general supervision from Fiscal Officer; Analyzes & processes receipt & disbursement of funds. Completes financial and payroll reports. Processes bi-weekly payroll for submission to Auditor. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i></p>		
<p>45%</p>	<p>JOB DUTIES:</p> <p><i>Properly code all expenditures to the appropriate accounting codes established in the chart of accounts; Establishes table of accounts to the chart of accounts as new revenue sources or expenditures codes become available; prepares, examine, analyzes & processes expense reports, invoices, vouchers & other related materials, determines accuracy & validity & prepares vouchers, invoices & remittances for receipt, disbursement, and reimbursement of funds (e.g., verifies mathematical accuracy, quantity of goods purchased & received, purchase price, applicable discounts & freight charges; reconciles discrepancies; verifies appropriation sources; matches invoices to delivery receipts & purchase orders; &/or prepares agency, bi-weekly payroll for submission to Auditor, Payroll Processing (e.g., verifies employees' bi-weekly payroll, sick, vacation, personal leave or leave without pay; calculates adjustments regarding reclassification, promotion, demotion, longevity, health care, retirement; calculates & updates employee service time; verifies & computes retroactive pay due to court decisions, errors in prior payrolls or legislation) &/or prepares purchase orders & encumbrances &/or handles inventory control & asset depreciation; or act as timekeeper (e.g., processes activity reports, payroll, overtime rosters).</i></p> <p><i>Posts, updates & balances ledgers & journals for internal accounts (e.g., posts purchase orders, encumbrance documents, transfers, cancellations & vouchers payable; posts receipt of various types of funds; balances accounts on daily/weekly/monthly basis; reconciles internal accounts with auditor & state accounting); verifies actual inventory against auditing report & identifies any discrepancies; assists in support and training of account clerks.</i></p>	

- 15%** Functions as an administrator in the Kronos system.
- 15%** *Develops and prepares monthly financial reports, cost analysis and other miscellaneous ad hoc reports and projects.*
- 10%** *Responsible for the financial administration of the agency's fringe benefit program. (Benefits include (not inclusive): health/medical insurance, life insurance, disability insurance, AFLAC insurance, Employee assistance program.) Enrolls employees in the Agency benefit program, conducts new hire classes/new hire paperwork in order to instruct employees how to enroll in the agency benefit program; provides changes to benefit providers in a timely manner; responsibility requires close interaction with the Human Resources Department to assure accuracy of employee coverage. Answers employee inquiries regarding benefit coverage amounts and payroll matters. Acts as backup for payroll processing and provides a resource for future payroll related requirements by the County Auditor.*
- 10%** *Prepares monthly and quarterly financial reports for Agency, County and ODJFS; including monthly JFS2820 in preparation for CFIS reporting, quarterly JFS4280 and JFS4281 (statistical and penetration rate summary) and FTE reports.*
- 5%** *Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised

Signature of Agency Representative

Date