



Protecting Children by Strengthening Families

**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Account Clerk Supervisor
Working Title: Account Clerk Supervisor
Division/Department: Fiscal/Finance & Administration
Job Status : Full-Time, 40 Hours
FLSA Status : Exempt
PCN : 721100
Pay Range: 24
Probationary Period: 9 months
Classification #:16154
Revision Date : 11/2020

OBJECTIVE/PURPOSE

Under general supervision of higher-level Fiscal Officer 1; coordinates and monitors agency fiscal operations; provides supervision to Fiscal Account Clerk staff; assists in fiscal planning/budgeting.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. 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.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 50% Directly supervises assigned Account Clerks involved in the fiscal operations (accounts payable, accounts receivable); prepares employee evaluations as required by Agency directive; monitors employee workloads and delegates/directs changes or additions in the Fiscal workload including schedules and job assignments; trains and ensures staff compliance with departmental standard operating procedures (SOP); directs and trains employees in use of division related computer software systems; prepares supervisory reports to track staff errors, productivity and other statistics as requested; assists staff in resolving issues with vendors, other staff and outside entities.
- 25% Supervises payments to vendors, providers, and/or employees. Coordinates fiscal management and control activities by appropriately coding Agency obligations and payments; generate reports to analyze expenditures, trends, and exceptions; interact with the auditor's office regarding accounts payables and accounts receivable; maintain comprehensive files and records within the agency regarding payments related records; supervise the completion of accounts payable and accounts receivable transactions.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 10% Assists in the maintenance of fiscal statistical data and preparation of reports related to fiscal/payroll activities such as financial statements, status reports, FTE's, forecasts and trends; prepares correspondence and responds to inquiries from intra-Agency sources and sources outside the Agency; maintains a working relationship with the office of the County Auditor in regard to work flow and compliance with county rules and regulations.
- 10% Advises supervisors on fiscal matters, including the development of Agency fiscal policies and procedures; assists in preparation of Agency plans/budgets; maintains record and interprets regulations, policies and rules (local, state, federal); represents Agency at meetings and conferences.
- 5% Performs other related duties as assigned.

***Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

SUPERVISORY RESPONSIBILITIES

Yes: Four (4) Account Clerk 3 positions

QUALIFICATIONS

Minimum Qualifications: Two courses in high school accounting or two courses in accounting for bookkeepers offered by college and 6 months experience as Account Clerk 1, 2 or 3 (or 12 months experience as bookkeeper); 300 hours training in supervision (or three months experience in training and monitoring work of new or other bookkeepers); One course in operation of adding machine and calculator (or one month's experience); or equivalent.

Preferred Qualifications: Bachelor's degree (major in Accounting or related area) with five years' experience in a fiscal department and commensurate supervisory experience; training and experience in the use of financial spreadsheet software; knowledge in AX and public Agency experience ideal.

Certification or Licensure: A valid Ohio Driver's License and automobile insurance that is in compliance with Franklin County Children Services policy is required for travel. Travel can occasionally include out of state travel which may require airline travel.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Ability to operate standard office equipment in the performance of job functions (e.g. telephone, calculator, printer, computer, copying machine, automobile).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

Work Environment: Typical office environment

Signature of Agency Representative:

Charles Spinning
Executive Director

Date