



Protecting Children by Strengthening Families

**Franklin County Children Services  
POSITION DESCRIPTION**

**Classification Title: Account Clerk 3**

**Working Title: Account Clerk 3**

**Division/Department: Finance & Administration – Fiscal Department**

**Job Status: Full-Time, 40 Hours**

**FLSA Status: Non-Exempt**

**PCN: 721104**

**Pay Range: 14 Bargaining**

**Probationary Period: 120 Days**

**Classification #: 16513**

**Revision Date: 04/2022**

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**OBJECTIVE/PURPOSE**

Under general supervision from Account Clerk Supervisor; employee analyzes expenditures and/or receipts; prepares reports for incorporation into Agency financial statements; maintains general books of account; may act as a lead worker. Work is confidential in nature. 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 50% Analyzes accounts, expenditures and revenues for purpose of processing invoices and preparing reports incorporated into Agency financial statements or internal reports; analysis also includes the auditing of invoices and client entitlements for compliance with generally accepted accounting principles; responsibilities also include the collection of documentation to ensure the processing of Agency payments; maintains sufficient knowledge of assigned duties in order to facilitate communication with co-workers, vendors, clients and other governmental agencies.
  
- 20% Maintains detailed budgetary account information and auxiliary records for Agency receipts (revenue) and expenditures, including the following (not inclusive): government funding, parental support, foster care expense, client board/care, protection/prevention services, Agency supplies, Agency equipment, Agency services, employee benefits, utilities, travel and

Agency programs; utilizing bookkeeping procedures and principles, maintains manual records and/or interfaces with automated financial software; effectively elevates budgetary problems to appropriate Agency management.

- 15% Maintains manual or automated accounts and ledgers for the purpose of isolating costs for various state/federal programs; knowledge of account descriptions; internal cost codes/departments and state/federal codes is required in order to provide accurate information for internal management of cost and for reporting to external entities.
- 10% Files and prepares special projects and assists co-workers as determined by department supervisors; may act as a lead worker in obtaining information for response to special project requests; may act as lead worker in instructing co-workers in the use of new personal computer or financial software
- 5% Performs other related duties as assigned.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

**Physical Requirements:** Ability to operate standard office equipment in the performance of job functions (e.g. telephone, calculator, printer, scanner, microfiche, 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. May be asked to visit other FCCS sites, homes or other facilities, knowledge of office practices and procedures, calculate fractions, proofread materials, gather, collate and classify information about data, computer and telephone

#### **SUPERVISORY RESPONSIBILITIES**

**No**

#### **QUALIFICATIONS**

**Minimum Qualifications:** Ability to calculate fractions, decimals and percentages and to read & write common vocabulary plus 2 courses in high school accounting or 2 college courses in accounting for bookkeeper and 6 months experience as an Account Clerk 1 or 2 or in a comparable position performing like duties (or 12 months experience as a bookkeeper); 1 course in applications of adding machine and calculator (or 1 month experience); or equivalent.

**PREFERRED:** Associate degree in Business with emphasis in accounting principles; or high school graduate plus minimum of 3 years relevant Account Clerk experience; or other equivalent combination of education and/or work experience.

**Signature of Agency Representative:**

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**Charles Spinning**  
**Executive Director**

**Date**