

## **Account Clerk**

Franklin County Children Services has an immediate opening for an Account Clerk in our Fiscal department. Employee will be responsible for maintaining detailed budgetary account information and auxiliary records for Agency receipts (revenue) and expenditures, including 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. Must be able to communicate effectively both orally and in writing and should have strong interpersonal and mathematical and analytical skills. Should be highly organized and have strong attention to detail. Associate degree in Business with emphasis in accounting principles; or high school graduate plus minimum 3 years relevant Account Clerk exp.; or other equivalent combination of education and/ or work experience is desired. Competitive salary and excellent fringe benefits.

Apply or send resume by June 9, 2017. EEO/AA