



Protecting Children by Strengthening Families

**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Accountant 2
Working Title: Accountant 2 - Auditing
Division/Department: Financial & Administration/Financial Management
Job Status : Full-Time, 40 Hours
FLSA Status : Exempt
PCN : 720004
Pay Range: 22
Probationary Period: 6 months
Classification #:66112
Revision Date : 9/2020

OBJECTIVE/PURPOSE

Employee is under general supervision from the Director of Auditing; analyzes financial and other information identified in support of agency internal controls and accountability to external funders and other government agencies.

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

- 40% Analyze, review, and reconcile Title IV-E Reimbursements for the agency and both managed care entities. Reports of monthly paid placements will be monitored against SACWIS Payment Request Roster, variance will be cleared. Projections will be made anticipating what the agency will receive in Title IV-E reimbursement. The SACWIS Reimbursement Reconciliation Report (supporting documentation of the ODJFS distributed payments) will be reviewed against the IV-E Projections. Any variances will be reconciled. Works with the SACWIS team and managed care entities to obtain paid placement information monthly and complete the same reconciliation between projected payments and reimbursements received. In addition, audit testing will need to occur on a sample of foster parent per diem payments for both NYAP and PFSN to ensure that what was paid to the foster parent matches the Title IV-E Reimbursement Claim amount.
- 35% Analyze, review, and audit internal agency financial and other information identified in support of internal controls and accountability to external funders and other government agencies. This includes agency expenses (monthly), revenue (monthly), contracts, and other required compliance areas (for example: Child Support, Social Security, Title IV-E Requirements, County Auditor Requirements, A-133 Audit Requirements, Ohio Administrative Code, Council on Accreditation, and Performance Improvement Plans/Corrective Action Plans). This may be done in coordination with other agency departments. Prepare monthly reports for fiscal of results of internal audit or expenses and revenue of potential general journal entries.
- 10% Annually, prepare the per diem rate breakdowns for all paid placement contracts. Obtain contracted per diem rates from contracts. Utilizing SACWIS rate ceiling information create the breakdown workbook for all providers and all levels of care. The bulk of this work occurs in March.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 5% Conduct audits and/or reviews of Agency Contracts with Vendors and Providers and may include on-site auditing fieldwork. This will include review of a required Performance Improvement Plans and re-audit or review of their implementation. Prepare or provide information for reports of analysis, reviews, or audits completed for distribution to applicable agency department(s).
- 5% Work on special projects and participate on agency committees as assigned. Attends staff development training meetings and other unit/department meetings. Actively participates in any workgroup assignments. Attends supervisory 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

None

QUALIFICATIONS

Minimum Qualifications: Completion of undergraduate major program core coursework in Accounting (or 2 yrs. accounting exp.); or equivalent.

Preferred Qualifications: Bachelor's degree (major in Accounting) or Associate's degree (major in Accounting) with 5 years relevant Account Clerk experience in the fiscal department of a public agency; training and exp. in the use of financial spread-sheet software (Excel, Lotus, Quattro Pro). Excellent oral and written communication skills; strong interpersonal skills; business process analysis experience; problem solving and solution proposal experience; data analysis; project planning; experience using or supporting two or more modules of Ohio SACWIS computer program (from among Intake, Case, Provider, and Financial). Knowledge of Financial Accounting Standards Board and/or Governmental Accounting Standards Board financial reporting requirements;; agency, state, and federal accounting practice, policies & procedures; office practices & procedures; addition, subtraction, multiplication, division, fractions, percentages & decimals; and inventory control. Skill in operation of adding machine, calculator &/or video display terminal or other automated computerized equipment (e.g., personal computer). Ability to prepare & maintain meaningful, concise & accurate reports; deal with variety of variables in somewhat unfamiliar context; gather, collate & classify information about data, people or things; answer routine inquiries; work alone on most tasks.

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, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

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