

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: PAY RANGE: <i>22</i>	REVISION DATE: <i>2/16</i>
EQUIPMENT USED: <i>telephone calculator printer computer copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate major program core coursework in Accounting (or 2 yrs accounting exp.); or equivalent.</i>			
PREFERRED: <i>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).</i>			
PURPOSE: <i>Employee is under general supervision from Fiscal Officer; performs internal audits and fiscal reconciliations in regards to examination processes, documentation and rationale behind recorded figures to ensure that standard accounting procedures are being followed; assures timely processing of placement payroll and ODJFS Title IV-E reimbursements. 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>			
JOB DUTIES:			
<i>70%</i>	<i>Performs internal audits and fiscal reconciliations to assure accuracy of all information provided by internal agency staff and that information recorded is in compliance with ODJFS rules and standard accounting procedures; assures timely processing of placement payroll data and reimbursement from ODJFS of Title IV-E funds; provides assessment services to assure SACWIS records and financial billings from placement providers are accurate; monitors and provides final reports of disbursements through SACWIS to assure all receipts are accurate; working in collaboration with Placement Resources Unit, Contracts Department, Eligibility Department, and Foster Care Level of Care assessments.</i>		
<i>15%</i>	<i>Develops, prepares and submits budgets, monthly financial reports, cost analysis for WWK grants, Reclaim Ohio, Alternative Response, Chaffee, Central Ohio Regional Training Center and other miscellaneous sources of income as requested.</i>		
<i>10%</i>	<i>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).</i>		
<i>5%</i>	<i>Performs other related duties as assigned.</i>		
List no. of positions and Class Titles of positions supervised		<hr/> Signature of Agency Representative	
		<hr/> Date	