



Protecting Children by
Strengthening Families

Job Title: Account Clerk Supervisor

Location: 855 W. Mound St.

Job Type: Full-Time

Starting Salary: \$26.03

Company Description

Franklin County Children Services is a public agency mandated by federal and state laws to protect children from abuse and neglect. The agency works in partnership with over 100 agencies and organizations, as well as caregivers, adoptive families, and volunteers to ensure that every child has a safe and stable home. Franklin County Children Services is dedicated to making a positive impact on the lives of children and families in the Central Ohio community.

Benefits of Working for us

- Hiring Bonus up to \$1,500
- Low Premium Medical, Dental, & Vision
- OPERS (Ohio Public employment Retirement System)
- Life Insurance Coverage at no cost (up to 50,000)
- Tuition Reimbursement
- EAP Program
- Additional Raises over the next three years (based on continuous service)
- Generous personal, vacation, & sick time.

Role Description

This is a full-time on-site role for an Account Clerk Supervisor located in Columbus, OH. As an Account Clerk Supervisor, you will be responsible for overseeing and supervising a team of account clerks. You will ensure accurate and timely processing of financial transactions, maintain financial records, and assist in financial reporting. You will also provide guidance and support to account clerks, review their work, and ensure compliance with accounting principles and procedures.

Key Responsibilities

35% The employee will conduct, develop, revise, and evaluate curriculum for the agency. Trainer will complete administrative tasks and maintain documentation needed for programming.

30% Assess overall agency training needs and provides training or technical assistance material support to promote agency hiring and retention efforts.

20% Employee works closely with Program Services staff, Best Practice Committee and Professional Development staff, in developing and updating training materials, provides consultation, coaching and training which supports Agency initiatives.

15% Attends staff meetings, serves on select agency committee, workshops, seminars, training conferences; performs other related duties as assigned to include but not limited to providing LISW-S group supervision.

Qualifications

- High school diploma or equivalent with two accounting courses
- Bachelor's degree (major in accounting or related area)
- Prior experience in accounting or financial management
- Strong knowledge of accounting principles and procedures
- Excellent attention to detail and accuracy
- Proficiency in Microsoft Office, especially Excel
- Ability to work well in a team and supervise others
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to handle sensitive and confidential information
- Experience working in a similar role in a public agency or nonprofit organization is preferred

Certification or Licensure

- Valid Ohio Driver's License
- Automobile insurance coverage compliant with Franklin County Children Services policy.
- ***Travel can occasionally include out of state travel which may require airline travel.***

American with Disabilities Specifications

Work Environment - Office environment

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 25 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.

How to Apply

Please send applications and resumes to fccshr@fcss.us.

For information on FCCS, including employee benefits and our company culture, visit our website at

<https://externalfccsapps.fcss.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.