



## Franklin County Children Services

### *POSITION DESCRIPTION*

#### **About us:**

Franklin County Children Services (FCCS) is a large, metropolitan child welfare agency with more than 300 caseworkers and 400 support staff members dedicated to child protection and family stability. FCCS believes in investing our time and resources to attract and hire an engaged, talented, and diverse workforce that is committed to protecting children by strengthening families.

#### **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.

**Job title: Account Clerk 3**

**Location: 855 W. Mound St. Columbus, OH 43223**

**Job Type: Full-Time**

**Starting Salary: \$18.30**

#### **Key Responsibilities:**

Employee analyzes expenditures and/or receipts; prepares reports for incorporation into Agency financial statements; maintains general books of account (manually and/or automated); may act as a lead worker. 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.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- 35%** 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.
- 30%** Analyzes accounts, expenditures and revenues for purpose of 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 preparation 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 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 to provide accurate information for internal management of cost and for reporting to external entities.
- 10%** Files, assists in payroll preparation, operates, and maintains internal checking accounts, 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.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- 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.***

## **SUPERVISOR RESPONSIBILITIES**

Yes

### **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 bookkeepers and 6 mos. exp. as Account Clerk 1 or 2 or in comparable position performing like duties (or 12 mos. exp. as bookkeeper); 1 course in applications of adding machine and calculator (or 1 mo. exp.); or equivalent.

**Preferred Qualifications:**

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.

**AMERICAN WITH DISABILITIES SPECIFICATIONS**

**Physical Requirements:** Sits, walks, drives and stands throughout the day. May be required to lift up to 30 pounds.

**Work Environment:** Typical office environment. May be asked to visit other FCCS sites, homes, or other facilities.

**How to Apply**

Please send applications and resumes to [fccshr@fccs.us](mailto:fccshr@fccs.us).

For information on FCCS, including employee benefits and our company culture, visit our website at <https://externalfccsapps.fccs.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.*