

Account Clerk 3

Franklin County Children Services has an immediate opening for an Account Clerk 3 in our Fiscal department. Employee will be responsible for processing and distributing employee bi-weekly payroll, maintaining payroll records, 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.

Advantages of Working at Franklin County Children Services:

- Health Care Benefits - Medical/Dental/Vision/RX/Mental Health/EAP
- Life Insurance Plans
- 10 Paid Holidays, 5 Personal Days and 2 Weeks' Vacation after your first year!
- We contribute 8.5% of your OPERS contribution
- Tuition Reimbursement
- College loan repayment and Perkins Loan Deferment/Pay-Off
- Longevity Pay/Length of Service Pay
- Opportunities for Advancement!

Qualifications:

- 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.
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check. Also, all offers of employment are contingent on receipt of a negative pre-employment drug test.

How Do I Apply?

Please send resume and cover letter to fcshsr@fccs.us.

You can view a complete position description and get additional details about openings on our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>

AA/EEO