



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: Accounts Payable Clerk 3

Location: Columbus, Ohio

Job Type: Full Time, 40 Hours, Non-Exempt, Monday-Friday 8am-5pm

Starting Salary: \$17.90/Hour

Key Responsibilities

- Under general supervision from Account Clerk Supervisor; employee analyzes expenditures and/or receipts; prepares reports for incorporation into Agency financial statements
- Maintains general books of account
- Work is confidential in nature.
- Analyzes accounts, expenditures, and revenues for purpose of processing invoices and 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 collection 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.
- Maintains detailed budgetary account information and auxiliary records for Agency receipts and expenditures.
- Maintains manual or automated accounts and ledgers for the purpose of isolating costs for various state/federal programs, knowledge of account descriptions
- Files and 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
- Performs other related duties as assigned.

Qualifications

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 bookkeeper and 6 months experience as an Account Clerk 1 or 2 or in a comparable position performing like duties (or 12 months experience as a bookkeeper); 1 course in applications of adding machine and calculator (or 1 month experience); or equivalent.

PREFERRED: Associate degree in Business with emphasis in accounting principles; or high school graduate plus minimum of 3 years relevant Account Clerk experience; or other equivalent combination of education and/or work experience.

Additional Duties and Responsibilities

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); 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. May be asked to visit other FCCS sites, homes or other facilities, knowledge of office practices and procedures, calculate fractions, proofread materials, gather, collate and classify information about data, computer and telephone

How to Apply

Please send applications and resumes to 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.