



## **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 Specialist**

**Location: 855 W. Mound Street, Columbus, Ohio 43223**

**Starting Salary: \$17.90 per 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:**

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:**

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.

### **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.*