

### Account Clerk 3

Franklin County Children Services is seeking a highly motivated individual 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.

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.

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:

- 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 months experience as Account Clerk 1 or 2 or in comparable position performing like duties (or 12 months experience as bookkeeper).
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check.

How Do I Apply?

Please send resume and cover letter to [fccshr@fccs.us](mailto:fccshr@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>