

Franklin County  
Dept. of Economic Dev. & Planning  
280 East Broad Street, 2<sup>nd</sup> Floor  
Columbus, Ohio 43215

## J O B A N N O U N C E M E N T

**POSITION TITLE:** Fiscal Support Analyst (Bargaining)      **PCN:** 051212

**SUPERVISOR:** Shawn Fields, Fiscal Officer

**PRIMARY RESPONSIBILITIES:** Prepare monthly reports of expenditures, encumbrances and revenue. Post, correct and reconcile internal accounts with the county's accounting system. Prepare billings for account receivable and accounting information on invoices. Process invoices, verify invoice totals and take appropriate discounts. Receive, formulate, disperse, and maintain a log of purchase orders and enter them into the county accounting system. Research and resolve outstanding accounts payable. Research and type fiscal reports, budgets and correspondence. Assist in the preparation of annual budgets. Act as a back-up answering phones for zoning and building inquires and staffing the front counter. Respond to vendor inquiries. Take special fiscal projects as assigned.

**MINIMUM QUALIFICATIONS:** Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 2 courses in high school accounting or accounting for bookkeepers offered by a college (or 6 months experience); 1 course in applications of adding machines and calculators (or 1 month experience) or the equivalent. Prefer Associates degree in Accounting and experience working with grant funds.

**DEADLINE FOR APPLYING:** Monday, November 16, 2009

**SALARY:** \$15.54/hour, plus a comprehensive benefits package.

If interested, apply on-line at [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr)

-EOE-

11/2/2009