



FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215

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

POSITION TITLE: Account Clerk 1 **PCN:** 083304
(Bargaining Unit)

DEPARTMENT: Disbursements **P.R.** T4

REPORTS TO: Amelia Sifuentes-Torres, Accountant (Supervisor)

RESPONSIBILITIES: Perform administrative and general accounting work, process financial documentation, and maintain financial records for the Agency. Retrieve and sort previous day court documents. Enter court orders, create files for new cases to be enforced and payments to be received. Release payments and funds. Perform research on adjustments, payments posted and problem resolution.

MINIMUM QUALIFICATIONS: High school diploma or equivalent with two (2) years previous experience or training in accounting, or equivalent combination of training and experience.

STARTING SALARY: \$12.80/hour, plus a comprehensive benefits package.
120 Day Probationary Period

DATE POSTED: Tuesday, October 27, 2015

DEADLINE TO APPLY: Monday, November 9, 2015

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply online.

-EOE-