



INTERNAL POSTING ONLY

DATE POSTED: 4/26/2016
DEADLINE FOR APPLYING: 4/28/2016

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 2 (Bargaining Unit) **PCN:** 083401

DEPARTMENT: Enforcement **P.R.:** T5

REPORTS TO: Ellen Frasure, Support Officer Supervisor

LUNCH HOUR: As Assigned

PRIMARY RESPONSIBILITIES: Analyze, correct, process, and maintain accounts, ledgers and other related information to determine accuracy and validity for court order terms and modifications. Compute, prepare, and summarize reports to update and correct un-reimbursed assistance. Review audits for calculated arrearage and adjust and consolidate payment histories.

Identify court cases in order to post payments and payments in suspense. Research information to assist supervisor and/or Support Officers in answering difficult questions or telephone calls.

MINIMUM QUALIFICATIONS: High school diploma or GED with three (3) years of previous experience or training in accounting; or any equivalent combination of training and experience.

STARTING SALARY: \$13.56/hour, plus a comprehensive benefits package.
120 Day Probationary Period

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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