Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

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

POSITION TITLE: Account Clerk Supervisor **PCN:** 100450

DEPARTMENT/LOCATION: Finance/Northland **P. R.:** N11

REPORTS TO: Finance Administrator

RESPONSIBILITIES: Directly supervise staff consisting of the Statistical Clerks who are responsible for processing and entering childcare manual claim forms, payment adjustment request forms, and other childcare provider payment-related forms and documentation. Provide oral and written communication with childcare providers; answer phone calls, meet on matters in person, and work with the Childcare unit to resolve any payment or eligibility issues. Ensure efficiency of workflow, timely form processing, and accuracy of payment calculations necessary to quickly remit payment to the providers. Assist with various annual audits.

Serve as backup to assigned staff to ensure accordance with schedules and processing turnaround times. Maintain knowledge of current funding and applicable state and federal regulations. Research, verify, and process childcare underpayment documentation for reimbursement to childcare provider. Responsible for continuous training of staff on system changes, payment and eligibility guidelines, and department processing procedures. Provide performance feedback as needed and evaluate and prepare performance reviews.

MINIMUM QUALIFICATIONS: Associate's degree in accounting or related field with three (3) years of accounting or related experience; or any equivalent combination of training and experience.

STARTING SALARY: $18.14per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Wednesday, February 24, 2016
DEADLINE TO APPLY: Tuesday, March 01, 2016

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

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