



INTERNAL UNION POSTING ONLY

DATE POSTED: 10/21/2015, 8:00 AM
DEADLINE FOR APPLYING: 10/23/2015, 5:00 PM

**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 (Bargaining Unit) **PCN:** 083304
DEPARTMENT: Disbursements **P.R.:** T4
REPORTS TO: Amelia Sifuentes-Torres, Accountant (Supervisor)
WORK HOURS: 8:00 a.m. - 5:00 p.m.
LUNCH HOUR: As Assigned

PRIMARY RESPONSIBILITIES: Perform administrative and general accounting work, process financial documentation, and maintain financial records for the Agency. Retrieve and sort previous day court executed documents. Enter court orders and 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 GED with two (2) years previous experience or training in accounting or any equivalent combination of training and experience.

STARTING SALARY: \$12.80/hour, plus a comprehensive benefits package

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