



INTERNAL UNION POSTING ONLY

DATE POSTED: 12/28/2015, 8:00 AM
DEADLINE TO APPLY: 12/30/2015, 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:** 083303
DEPARTMENT: Enforcement **P.R.:** T4
REPORTS TO: Brian Kennell, Supervisor
WORK HOURS: 8:00 a.m. - 5:00 p.m.
LUNCH HOUR: As Assigned

RESPONSIBILITIES: Perform administrative and general accounting work, process financial documentation, and maintain financial records for the Agency. Retrieve and sort previous days 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.