

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

VACANT POSITION

Position: ACCOUNT CLERK 2
Date Posted: January 24, 2018 – February 9, 2018

SUPERVISOR: Business Administrator
Wage: \$14.76

DUTIES:

Analyzes and processes purchase orders, invoices, vouchers, receipts and other related materials; determines accuracy and validity of billings, double checks charges to applicable accounts and codes the charges to the correct account, prepares vouchers with invoices and remittances for receipt and disbursements of funds (e.g. verifies mathematical accuracy, quantity of goods billed to quantity received, purchase price to quotes, applicable discounts and freight charges, reconciles discrepancies, verifies appropriations sources, matches invoices to delivery receipts and PO's, enters invoices into appropriate database, coding to funding streams, etc.) for PA, CSEA, PCSA, WIA, etc.

Monitors expenditures to county appropriations and advises supervisor when expenditures exceed budgeted funding. Analyzes and prepares data for expense reports, i.e. contract billings, mileage bills, all invoices and reconciles with County Auditor prior to completing reports. Generates receipts for incoming monies daily, checking for information in files and posting payments to same. Total codes for payment into County Treasurer. Data-entry into computer program as required. Assists case workers/clients with issues and inquires. Issues and tracks phone codes and cell phones.

Prepares bi-weekly payroll spreadsheet to upload payroll to the Auditor for payment. Validates Supervisor/Employee timesheet and processes timesheet approval report for the Business Administrator's signature. Reconciles employees sick, vacation, holiday, overtime requests, on call sheets, personal leave and leave without pay records with the Auditor's office. Oversees the completion and accuracy of payroll records for audit purposes.

Oversees WIA ITA's, IV-D (child support) contracts as assigned. Records accruals for Supervisor to track WIA expenses (cash and accruals).

KNOWLEDGE, SKILLS, AND ABILITIES:

Office practices and procedures; Agency computer systems; Typing principles; Word processing functions; Mail procedures; Intermediate-level mathematical principles; Accounting and bookkeeping principles and procedures (e.g., account reconciliations); IRS offsets; Court proceedings; Warrants; Social welfare issues; Banking procedures and practices. Typing; Writing; Operating computer systems; Organization; Operating office machines (e.g., photocopier); (e.g., perform account reconciliations; analyze, code, prepare and reconcile fiscal documents, accounts, etc.) Prepare correspondence; Prepare vouchers; Prepare warrants for distribution; Prepare daily deposits; Prepare receipts for money received; Enter data into computer (i.e., type); Sort items into categories according to established methods; Investigate problems/discrepancies among data (e.g., invoices); Operate office machines (e.g., photocopier); Time card signing procedures; Procedures for Agency meetings; Administrative practices; Various letters, documents, and other correspondence; Personnel issues (e.g., retirement, sick leave conversion, health insurance); Telephone billings procedures.

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MINIMUM QUALIFICATIONS

- One year of experience as Account Clerk 1, 10191.

- Or completion of two years technical training in business management or similar field with an emphasis on accounting. Also requires one year of experience in a position similar to an Account Clerk 1, 10191.

- Or two courses or twelve months experience in business mathematics, two courses or twelve months experience in accounting or bookkeeping, one course or six months experience in typing or keyboarding, one course or six months experience in office practices and procedures, and one course or six months experience in techniques of writing. Also requires one year of experience in a position similar to an Account Clerk 1.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

UNUSUAL WORKING CONDITIONS/HAZARDS

The position requires no unusual physical demands. Most of the work is sedentary and performed in an office setting. The incumbent is required to lift paper or other office supplies which typically weigh less than five (5) pounds. The position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.

****EQUAL OPPORTUNITY EMPLOYER****

RESUMES WILL BE ACCEPTED DURING THE POSTING DATES LISTED BELOW.
CONTACT INFORMATION: ATTN: JENNIFER GREMLING
EMAIL TO: JENNIFER.GREMLING@JFS.OHIO.GOV OR FAX-419-563-9797 OR MAIL TO:
CRAWFORD COUNTY JOB AND FAMILY SERVICES, 224 NORTON WAY, BUCYRUS, OHIO
44820
January 24, 2018-February 9, 2018