

# FRANKLIN COUNTY AUDITOR'S OFFICE

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Position Title:</b> Financial Reporting Specialist	<b>Pay Grade:</b> 6 <b>Starting Salary:</b> \$48,755.20
<b>Dept./Div.:</b> Fiscal Services	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Financial Reporting Supervisor	<b>FLSA Status:</b> Non-exempt
<b>Civil Service Status:</b> Bargaining Unit	<b>EEO Status:</b> 02 - Professional

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### CLASS DESCRIPTION:

Under general supervision of the Financial Reporting Supervisor, the Financial Reporting Specialist is responsible for the accurate and timely reporting of financial information; interacts with other staff members, local government finance officials, and the general public on a regular basis; plans for upcoming fiscal events; performs other related duties as required.

### QUALIFICATIONS:

An example of acceptable qualifications:

Possession of a Bachelor's degree in Accounting or Finance from an accredited college or university; two (2) or more years of related accounting experience and/or training preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver License required.

### EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive: Personal computer, computer software (e.g. Microsoft Office, Internet Explorer, MUNIS, CAFR Unlimited, CRMS, and other applicable computer software); printer, copy machine, phone, fax machine, other standard modern office equipment. Operation of County vehicles.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); the employee has exposure to temperature/weather extremes, strong odors, toxic/poisonous agents, smoke/dust/pollen, wetness/humidity, animals/wildlife, disease/bodily fluids, electrical currents, bright/dim lights, noise extremes, machinery, traffic hazards. This is considered moderately sedentary work with periods of prolonged standing, walking, balancing/climbing, crawling/crouching, light to moderate lifting, light to moderate pushing/pulling, and bending/twisting. The employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, this position may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101:

- 30% (1) Responsible for maintaining the general ledger and compiling and preparing various reports (e.g., approves journal entries initiated by the Recorder's Office, generates and distributes daily reporting of the County's deposits; reviews and approves all Payroll and Treasury initiated electronic fund transfer journal entries; generates journal entries for corrections and adjustments; generates and publishes the monthly
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cash balancing reporting documents serves as the primary contact for the Treasurer's Office regarding the daily and monthly cash variances; generates and distributes daily reports of issued payments; generates and distributes monthly appropriation status reports, including review for negative appropriations; processes contract retainage transactions; etc.).

- 20% (2) Compiles and prepares annual reports and audits (e.g., prepares assigned ACFR work papers, adjustments, and note disclosures; posts entries to "ACFR Unlimited", etc.); prepares assigned ACFR work papers, adjustments, and note disclosures.
- 15% (3) Monitors capital assets, materials, and supplies (e.g., coordinates and executes all materials and supplies, tools, equipment, machinery, and capital asset inventories associated with County agencies. Performs physical inspections of County capital assets as needed; identifies, tags and records capital assets.
- 5% (4) Responds to agency requests for information, analysis, and customized reporting; assists with training agencies on inquiries and financial reports.
- 5% (5) Maintains files for records of journal entries, capital assets, etc.; organizes files for moving records to storage; maintains files for miscellaneous assigned tasks. Assists in maintaining record retention guidelines for the Fiscal Services Division; organizes inventory and manages records for the Fiscal Services Division; and posts notification of records to be destroyed and arranges for record destruction; arranges for moving records to warehouse for storage. Maintains copies, preferable electronic, of public records requests in one central location.
- 20% (6) Performs duties as requested within other areas of the Fiscal Services Division including payroll functions such as taxes, employee deductions, reporting, etc.; accounts payable entry and processing; etc.
- (7) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (8) Maintains required licensures and certification, if any.
- (9) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (10) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

- 5% (11) Performs other related duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment)

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**Knowledge of:** \*County, Auditor, and Department goals and objectives; \*County, Auditor, and Department policies and procedures; \*personnel rules and regulations; government structure and process; training methods; local government finance; office practices and procedures; \*Ohio Revised Code (applicable Auditor's duties); bookkeeping; office management; financial reporting practices and procedures; accounting; auditing; filing policies and procedures; sunshine laws.

**Skill in:** Spreadsheet proficiency with Microsoft Excel, computer operation, use of modern office equipment and operation of data processing equipment.

**Ability to:** develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; perform moderately difficult mathematical computations with speed and accuracy; calculate fractions, decimals, and percentages; define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; train or instruct others; communicate effectively in oral and written form; maintain confidentiality; resolve complaints from angry citizens; travel to and gain access to worksite; work independently and under stressful conditions; prepare and deliver information to specialized audiences and general public; create financial reports; analyze issues and make determinations.

### POSITION DIRECTLY SUPERVISED:

None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

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