

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services

UNIT OR OFFICE  
Business Office

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Account Clerk 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
10134.0    Management Analyst 1

NORMAL WORKING HOURS (Explain unusual or rotating shift) **Part-Time Permanent Position**  
7:00 a.m. – 4:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Analyzes automated time clock reports &amp; payroll journals &amp; extracts data to prepare payroll chargeback billings for Properties &amp; Facilities, Security, &amp; Skilled Trades personnel. Using reports generated from databases (e.g., Access, PC340) &amp; payroll data files received from state payroll, reviews &amp; reconciles reports to ensure correct payments &amp; billables. Prepares a list of questions regarding any discrepancies &amp; communicates any errors in payroll coding of time clock reports to appropriate personnel for payroll corrections. Enters &amp;/or edits final data &amp; generates invoices using Access database. Verifies corrections have been made before sending invoices.</p>	<p>Knowledge of (1) entry-level bookkeeping; (2) addition, subtraction, multiplication, division of fractions, ratio calculations, decimals &amp; whole numbers; (3) CAS &amp; DAS accounts receivable system inquiry screens*. Skill in (4) operation of a personal computer &amp; software (e.g., spreadsheets, databases, FoxPro, Excel, Access); (5) operation of office machines: copier, fax machine, calculator; (6) organizing &amp; maintaining records in numerical or alphabetical order; (7) comparing accounting data in similar reports &amp; recognizing differences. Ability to (8) think logically; (9) analyze large amounts of accounting data; (10) apply complex set of processing rules to accounting data; (11) follow up as needed with appropriate personnel in resolving accounting problems; (12) communicate in oral &amp; written form using good grammar, spelling &amp; syntax; (13) maintain detailed lists of accounting codes, contact persons, &amp; phone numbers;</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER  
10136.0

CLASS TITLE  
Account Clerk 3

CLASS NUMBER  
16513

apd 3-1-05 cl

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Richard M. Hickman / e. rowleski*

*1/18/05*

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25	Is responsible for verifying correct coding of disbursements to specific cost centers by researching & analyzing accounts payable records for billing purposes & for customer's review. Analyzes payment documents frequently to verify coding. Compares payment documents to end of month report to determine billable supply costs. Communicates any errors in coding to Accounts Payable personnel for adjustment. Creates itemized maintenance chargeback invoices in Excel.	Knowledge of 1,2 Skill in 4,5,6,7 Ability to 8,9,10,11,12,13
15	Creates manual invoices for Security (monthly) & for State Purchasing (quarterly) & uploads electronic billing files into DAS Accounts Receivable System. Verifies accuracy of input. Responds to customer inquiries regarding invoices. Downloads lists of accounts receivable from ARS to assist in collection activity. Reconciles monthly billable activity for State Purchasing per the State's Central Accounting System to amounts billed per the DAS Accounts Receivable System.	Knowledge of 1,2 Skill in 4,5,6,7 Ability to 9,11,12,
10	Assists in preparation of quarterly rent bills for state-owned buildings utilizing database applications (e.g. FoxPro). Maintains Excel spreadsheet to track receivables. Prepares, mails & follows up on rent certification letters sent to tenants once each biennium.	Knowledge of 1,2 Skill in 4,5,6,7 Ability to 9,13
5	Provides back-up assistance to fulltime Account Clerk 3 in preparing revenue receipt deposits. Performs other financial, accounting & special projects as requested.	Knowledge of 2,3* Skill in 4,5,6,7 Ability to 8,9,10,11,13  *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Richard M. Hickman / C. Cadesti*

1/18/05

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10136.0

CLASS TITLE  
Account Clerk 3

CLASS NUMBER  
16513

*apd 3-1-05al*