

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS102310

DIVISION OR INSTITUTION  
Administrative Services Division

UNIT OR OFFICE  
Fiscal Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005501

JOB TITLE  
Account Clerk 1

JOB CODE  
16511

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Account Clerk 1      POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit 09  
 Temporary       Unclassified  
 Intermittent       Essential      If FLSA Exempt, exemption type:      Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:30 a.m.      TO: 5:30 p.m. **PART-TIME**

### JOB DESCRIPTION

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Posts entries to ledgers & journals & processes accounting documents: opens & time stamps Office of Finance mail every morning; distributes mail to appropriate personnel; receives & opens locked deposit bags from Department of Administrative Services (DAS) Mail Services twice a day & determines proper coding of checks received; determines appropriate type of deposit to create in OAKS; creates Administrative Support Division (ASD) deposits of type "C" & "A" in Ohio Administrative Knowledge System (OAKS) & logs all checks received each day; balances OAKS deposit totals to total of checks on hand; logs un-deposited checks in an un-deposited check log each day; takes deposits & checks to Treasurer of State (TOS) Cashiers Office every afternoon around 2:00 p.m.	Knowledge of (1) office practices & procedures; (2) structure of division*; (3) bookkeeping; (4) agency & state bookkeeping policies & procedures*; (5) addition, subtraction, multiplication, division, fractions, percentages & decimals. Skill in (6) operation of computer & associated hardware/software (e.g., Microsoft Office Suite, OAKS*); (7) operation of office equipment (e.g., copier, scanner, calculator). Ability to (8) deal with problems involving few variables; (9) check pairs of items that are similar and dissimilar; (10) comprehend & record figures accurately; (11) maintain accurate records; (12) proofread materials, recognize errors & make corrections; (13) prepare meaningful, concise & accurate reports.
35	Scans & emails payment detail reports for wire transfers to TOS as soon as deposits are approved; scans & emails pre-processing forms, invoices & related back-up to Ohio Shared Services (OSS) twice a day (morning and afternoon).	Knowledge of 1 Skill in 7 Ability to 8, 9, 11, 12, 13
20	Files voucher copies on a daily basis; picks up warrants returned to agency from Office of Budget & Management (OBM) on a daily basis; serves as back-up for filing deposit reports on a daily basis when primary employee is absent; provides clerical & administrative support to DAS Fiscal Services functions; creates electronic documents; prepares correspondence.	Knowledge of 1, 2 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13

\*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]*

3/14/14