

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Administrative Services DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005822 (21008.0)  JOB TITLE Account Clerk 3  JOB CODE 16513  ARD / 2610 WBS	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/>
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Account Clerk 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005824 Account Clerk Supervisor	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit C09  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	75	Performs accounts payable activities: ensuring compliance with state payment policies & procedures & invoice requirements; prepares & maintains detailed payment documentation, (e.g., Payment Cards, Electronic Data Interface (EDI) payments, purchase order & non-purchase order vouchers); accesses Ohio Administrative Knowledge System (OAKS) FIN reports & analyzes data & information for comparison to budget (i.e., funds 1250, 5GRO, 5L70 & 5V60); reviews invoices for accuracy (i.e., dates of service, correct rates & itemized cost), notifying vendor of errors for resubmission; prepares voucher documentation for approval (e.g., ensures packet contains: referenced purchase order (PO), where applicable, packing slip, program sign-off verification, batch slip & interest penalties & discounts, if applicable); enters accounting data (e.g., Fund, Account, Department, Program, Agency Use & Reporting) codes into OAKS FIN; completes & submits vendor & voucher documents to state accounting; completes Payment Card payments & reconciles payment; submits vouchers & payment card logs to supervisor for signature approval; maintains on-line voucher & hard copy filing system for all documents processed; reviews status of vouchers in OAKS FIN for errors & exceptions (i.e. budget, match, threshold, denied, pending, paid), for completion of voucher payment cycle; completes filing of paid vouchers.	Knowledge of (1) budgeting, (2) book-keeping, (3) accounting practices & procedures, (4) agency policies & procedures.* Skill in (5) operation of personal computer & associated hardware/software (e.g., MS Office, Excel, Access); (6) (OAKS FIN), & SWCAP.* Ability to (7) define problems, collect data establish facts, draw valid conclusions & initiate solutions, (8) interpret a variety of instructions in written, oral, picture or schedule form, (9) comprehend & record figures accurately, (10) add, subtract, multiply & divide whole numbers, (11) calculate fractions, decimals & percentages, (12) copy material accurately & recognizes grammatical & spelling errors, (13) maintain accurate records, (14) work alone on most tasks, (15) answer routine telephone inquiries from public, (16) handle sensitive inquiries from officials and general public.  *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1-20-10

