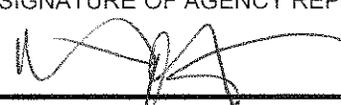


POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005823 (21014.0)	<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 2		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 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
70	Receives employee tuition or conference reimbursement payment requests for Exempt Professional Development Program (EPDP) & Employee Educational Assistance Programs from staff, network drive, or interoffice mail; reviews voucher request for adequacy, (e.g. ensures vouchers contain encumbrance documentation where applicable, supporting documentation); enters requests as vouchers into Ohio Administrative Knowledge System (OAKS) FIN; prepares voucher documentation package for approval (e.g. enters data into OAKS FIN); makes corrections to vouchers (e.g. corrects errors & exceptions); processes Journal Vouchers as corrections.	Knowledge of (1) accounting principles & bookkeeping; (2) office practices & procedures; (3) agency regulations & policies & procedures;* (4) human relations; (5) electronic data processing systems, Skill in (6) operation of personal computer and associated software (i.e., EXCEL, MS Office); (7) Ohio Administrative Knowledge (OAKS FIN Accounting System (OAKS FIN)*; (8) use of Access database software. Ability to (9) Carry out detailed written & oral instructions; (10) define problems, collect data, establish facts & draw valid conclusions; (11) count, do basic math (i.e., addition, subtraction, multiplication, division, fractions, decimals & percentages); (12) read, comprehend and record figures accurately; (13) copy material accurately & recognize grammatical, spelling & numerical errors; (14) maintain accurate records.		
20	Copies & distributes voucher packets. to supervisor for approval.; completes & submits vendor entry & modification documents to the Office of Budget & Management (OBM); forwards supervisor-approved voucher documentation to OBM for review & approval; receives any applicable payment reissuance requests & processes; contacts OBM to request any expedited voucher processing; reviews status of vouchers in OAKS FIN for errors & exceptions (i.e. budget, match, threshold, denied, pending, paid), for completion of voucher payment cycle; files applicable paid vouchers.	Knowledge of 1, 2, 3*, 4, 5. Skill in 6, 7*, 8, 9. Ability to 10, 11, 12, 13, 14. *developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1-20-10	

JOB TITLE
Account Clerk 2

JOB CODE
16512
 AD 1-26-10 US

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

POSITION NUMBER 20005823 (21014.0) JOB TITLE Account Clerk 2 JOB CODE 16512 APRD 1-26-10 URS	<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 2		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 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	5	Maintains employee loan accounts in the Business Office Workforce Development Computer Purchase Plan database; notifies supervisor &/or programmers of any technical problems with database & follows directions to remedy the situation.	Knowledge of 1, 2, 3*, 4, 5. Skill in 6, 7*, 8, 9. Ability to 10, 11, 12, 13, 14, (15) cooperate with co-workers on group projects. 15.	
	5	Works on special projects as assigned by supervisor (e.g., gathers business & accounting data for review, assists Assistant Business Office manager & other staff as directed; responds promptly to telephone calls/messages & other customer service requests; files information &/or data; attends any required training to keep abreast of changes in policies & procedures & assists with update of policies & procedures; attends Business Office staff meetings; performs other duties as assigned by Supervisor or Assistant Business Manager.	Knowledge of 2, 3*, 4, 5, 6. Skill in 6, 8, 9. Ability to 10, 13, 15.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1-20-10