100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance.	Franklin

POSITION NUMBER 20005941

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Account Clerk	20005824 Account Clerk Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB TITLE Account Clerk 2

JOB CODE 16512

APPS 1-26-10 WB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Reviews applications for tuition & conference reimbursement from 5 non-OCSEA unions; enters applications into Access database by employee; determines if employee status & education meets pre-defined criteria for contingent approval; generates letter to employee regarding status of application; receives proof of completion & payment of education from employees; updates database with status of request; completes documentation package as payment request; answers inquiries from employees regarding processing of applications & payments of 5 union (non-OCSEA) tuition programs.	Knowledge of: (1) bookkeeping, (2) accounting, (3) public relations, (4) human relations; (5) office practices & procedures, (6) Union reimbursement policies*, (7) agency policies & procedures*. Skill in: (8) operation of a personal computer & associated hardware/software (e.g., Ohio Administrative Knowledge System* - OAKs FIN*, Microsoft Word, Access, Excel). (9) operation of copier,& facsimile. Ability to: (10) use proper research methods in gathering data; (11) gather, collate & classify information about data, people, or things; (12) Calculate fractions, decimals and percentages; (13) develop good rapport with customers
20	Analyzes & processes invoices received from vendors, colleges & universities for Exempt Professional Development Program (EPDP); reviews invoices for accuracy (i.e., dates of service, correct rates & itemized cost); notifying vendor of errors for resubmission; enters invoice detail into EPDP Access database & generates voucher requests; forwards request to voucher processor for completion of voucher; enters warrant numbers into Access database; answers public inquiries from exempt state employees, vendors, colleges & universities regarding EPDP programs (e.g., HRA, OCPM, OSU John Glenn MAPs courses).	Knowledge of 2, 3, 4, 5, 7* (14) Exempt Professional Development program policies *. Skill in 8, 9. Ability to 10, 11, 12, 13. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		1-21-10

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance	Franklin

POSITION NUMBER 20005941

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Account Clerk	20005824 Account Clerk Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB TITLE Account Clerk 2

JOB CODE 16512 APS 1-26-1843

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Perform bi-weekly deposit of DAS checkoffs including payroll processing, exempt professional development, employee educational assistance, equal employment opportunity & enterprise services funds; performs querries in iSQL to determine fund distribution, direct journals the deposits & completes assignment of funds.	Knowledge of: 1, 2, 3 Skill in: 8 Ability to: 9, 10, 11, 12, 13.
5	Uses Access Database, analyzes & processes EPDP Computer Purchase loan changes; performs bi-weekly upload of loan status changes to impact payroll deductions; verifies that invoiced items & amounts match item & amounts authorized; works with payroll or supervisor to resolve deduction discrepancies; processes payments from separated employee; processes payments received from employee for early loan pay-off; researches &/or resolves issues from program participants; performs other duties as assigned.	Knowledge of: 1, 2, 14 Skill in: 8 Ability to: 9, 10, 11, 12, 13.
		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		12-10