

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Business Office

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Account Clerk

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23400.0 Fiscal Officer 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

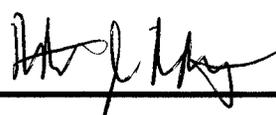
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Process Computer Purchase Loan Applications for Exempt Professional Development Program (EPDP). Verify employee eligibility using Access Database; review applications and supporting documentation submitted for accuracy and completion; enter employee, vendor and equipment information into Access database; check CAS system; reject or approve applications based upon program requirements; print out payment orders; compose and send routine correspondence to customers as needed. Research and resolve problems.	Knowledge of: (1) Bookkeeping, (2) Accounting, (3) Public Relations, (4) Human Relations; (5) Office Practices & Procedures, (6) Exempt Professional Development Program Policies*, DAS Business Office Procedures; State Account Procedures Skill in: (7) operation of a personal computer & associated hardware/software (e.g., Microsoft Word, Access, Excel, copier, facsimile) Ability to: (8) use proper research methods in gathering data; (9) Use proper research methods in gathering data; (10) gather, collate & classify information about data, people, or things; (11) Calculate fractions, decimals and percentages; (12) develop good rapport with customers
25	Using Access Database, analyze and process EPDP Computer Purchase loan invoices for payment; generate payroll deductions; verify that invoiced items and amounts match item and amounts authorized; identify discrepancies & amounts match items & amounts authorized; identify discrepancies & take appropriate actions to resolve them; prepare voucher packets for remittance; process computer loan addendums; process payments from separated employee; process payments received from employee for early loan pay-off.	Knowledge of: 1, 2, 3, 4, 5, 6. Skill in: 7 Ability to: 8, 9, 10, 11, 12.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5-3-2005

POSITION CONTROL NUMBER
26402.0

CLASS TITLE
Account Clerk 2

CLASS NUMBER
16512

APD 5-10-05 ME

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Human Resources
	UNIT OR OFFICE Business Office

POSITION CONTROL NUMBER 26402.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Account Clerk 2	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 23400.0 Fiscal Officer 3		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	25	Analyze & process invoices received from vendors, colleges & universities for other EPDP programs; verify accuracy of invoiced items; identify discrepancies & take appropriate actions to resolve them; prepare voucher packets for remittance. View CAS system to determine status/disposition of warrants; input warrant numbers into Access Database; coordinate with HRD Business Office.	Knowledge of: 1, 2, 3 Skill in: 7 Ability to: 8, 9, 10, 11, 12.	
	20	Answer public inquiries from exempt state employees, vendors, colleges & universities regarding EPDP programs (e.g., computer purchase plan; EPDP approval HRU, OCPM, Blueprint Catalog courses)	Knowledge of: 1, 2, 6, Skill in: 7 Ability to: 8, 9, 10, 11, 12.	
	5	Open, sort, date stamp & distribute mail; copy documents for files; copy voucher packets & forward to HRD business office; file program.	Knowledge of: 5, 6. Skill in 7. Ability to (13) screen mail & carry out simple instructions in written or oral form	
		*developed after employment		
CLASS NUMBER 16512	CLASS TITLE Account Clerk 2	List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 5-3-2009	

APP 5-10-05
 YAP