100-400U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Business Office

POSITION CONTROL NUMBER
41140.0

CLASS TITLE
Account Clerk 2

CLASS NUMBER
16512

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Account Clerk 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41134.0 Fiscal Officer 1

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
50	Analyzes & processes fiscal documents (e.g., invoices, requisitions, Intra-state Transfer Vouchers, employee reimbursement requests): prepares vouchers for payment; determines accuracy & validity of data (e.g., verifies mathematical accuracy, quantity of goods purchased & received, purchase price, applicable discounts & freight charges); reconciles, communicates & resolves discrepancies; matches invoices to delivery receipts & purchase orders; enters data (e.g., vendor files, vouchers, purchase orders) into Central Accounting System (CAS).	Knowledge of (1) state accounting system (CAS)*; (2) accounting practices & procedures; (3) agency policies & procedures*. Skill in (4) operation of personal computer & related software (e.g., Excel, MS Word, FilemakerPro) & calculator. Ability to (5) carry out detailed but basic written or oral instructions; (6) deal with problems involving several variables in familiar context; (7) understand & solve accounting problems; (8) apply principles to solve practical, everyday problems; (9) count, do basic addition & subtraction; (10) read, comprehend & record figures accurately; (11) copy materials accurately & recognize grammatical & spelling errors; (12) maintain accurate records; (13) prepare meaningful, concise & accurate reports; (14) sort items into categories according to established methods; (15) work alone on most tasks.
15	Analyzes & processes outstanding accounts receivables for collection: interacts with customers by telephone to notify of outstanding payments due; prepares past-due correspondence; prepares duplicate copies of invoices upon customers' requests; prepares status reports for Business Office managers & Office of Finance; maintains log to document daily collection activity; processes invoices & requisitions, determines accuracy & validity, & prepares payment request forms.	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 *developed after employment

List Position Numbers and Class Titles of positions directly supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 9/22/05

Appd 10-3-05 CB

100-400U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Business Office

POSITION CONTROL NUMBER 41140.0

CLASS TITLE Account Clerk 2

CLASS NUMBER 16512

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Account Clerk 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41130.0 Fiscal Officer 1

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
15	Enters, edits & monitors data in spreadsheets & databases (e.g. automated tracking systems, pending file).	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 8, 9, 10, 11, 14, 15
15	Performs variety of related clerical & fiscal tasks in Business Office to facilitate operational efficiency (e.g., mails correspondence, sorts, copies, types documents, maintains filing systems, delivers messages, answers phone inquiries, assists other Account Clerks as needed): works on special projects assigned by supervisor (e.g., gathers business & accounting data for review, assists other staff as directed in completing projects, handles customer inquiries; prepares answers to questions).	Knowledge of 3 Skill in 4 Ability to 5, 8, 9, 10, 11, 12, 14, 15
5	Performs other duties as needed: prepares credits & debits for adjustments to billings for Assistant Business Manager's signature; works with Program Managers for adjustments & disputed billings in CAS receivables.	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 8, 9, 10, 11, 14, 15

*developed after employment

List Position Numbers and Class Titles of positions directly supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 9/22/05

Apd 10-3-05 CB