



FRANKLIN COUNTY DEPARTMENT OF HUMAN RESOURCES
invites applications for the position of:

Accountant

SALARY:	\$21.48 Hourly
AGENCY:	Department of Job & Family Services - Northland
OPENING DATE:	09/28/18
CLOSING DATE:	11/07/18 11:59 PM
TYPICAL WORK HOURS:	Monday-Friday, 8:00am-5:00pm
BARGAINING UNIT:	Non-Bargaining
PROBATIONARY PERIOD:	180 Days

CLASSIFICATION PURPOSE:

The primary purpose of the Accountant classification is to perform assigned accounting and finance work.

JOB DUTIES:

Conduct routine and non-routine comprehensive monitoring and/or audits of various providers and vendors contracted for services related program including financial and operational examination of records related to programs for which vendors and/or sub-recipients provide services. Schedule and conduct pre-audit meetings with the organization's managements to discuss the basis for review & areas of concentration. Identify duplication, overlaps and conflicts with other related programs for which a provider is receiving a pass-through of local, state, and/or federal dollars. Interview all levels of staff to gather pertinent information related to the program monitoring or review. Prepare comprehensive reports of monitoring or audit results and make recommendations. Determine needs for Corrective Action Plans (CAPs). Notify vendor and/or sub-recipient. Maintain records and schedules for correspondence related to monitoring and audit findings and corrective action plans. Provide financial technical assistance and training to providers. Prepare memos, letters, reports, and other correspondence surrounding audits and audit findings.

Read and interpret Federal, State, and local laws and regulations related to accounting procedures and costs principles to be reviewed in monitoring process. Make recommendations to supervisor on corrective actions. May conduct comprehensive internal audits/review at the request and direction of the fiscal administrator. Conduct technical assistance via on-site visit or by telephone. Make follow-up on-site visits as necessary. Write detailed financial reports. Prepares training materials. Communicate corrective measures to be taken. Prepare annual risk assessment for all agency vendors and sub-recipient contracts. Assist the department auditor with the preparation of materials required for federal, state and county audits.

Create, modify, and manipulate spreadsheets as well as Word documents. Develop work papers related to monitoring process. Contact vendors regarding schedules. Prepare written notification. Assist in internal audits as deemed necessary by the supervisor.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance, or related field with two (2) years of finance, accounting, or related experience; or any equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

No special license or certification is required.

Supervisory Responsibilities

None required.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/franklincounty>

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Columbus, OH 43229