

Franklin County Clerk of Courts

Maryellen O’Shaughnessy, Clerk

INTERNAL POSTING

**Job Title: Accounting Technician (Full-Time, Bargaining Unit)**

Division: Office of Fiscal Services

Manager: Elizabeth Rohm

Job Posting ID: 02-FS-17

Posting Dates: Monday, May 15, 2017 – Friday, May 26, 2017 11:59 pm

Starting Salary: $15.85 Hourly/ $32,968.00 Annually

Responsibilities and Duties:

* Oversees the administration of the safe, including balancing the cash drawers for General, Appeals, Adult Probation, and OFS Divisions.
* Prepares bank deposits and maintains daily and monthly account balances.
* Issues checks, processes adjustments and voided receipts.
* Requests and generates all daily, weekly, and monthly bookkeeping reports; disseminates month-end reports and checks; compiles monthly data into one location for bank reconciliation.
* Issues and collects affidavits for stop payment on issued lost or destroyed checks; effectuates stop on bank account; and reissues voided checks and adjusts receipts when requested.

Minimum Qualifications:

* A high school diploma and/or any equivalent combination of education, experience, and training.
* Skill in computer operation, typing, and data entry.
* Ability to read, copy, and record figures, and calculate fractions, decimals, and percentages.
* Ability to carry out instructions; deal with problems within a familiar context.
* Must be able to handle cash and meet office balancing standards.
* Must be able to communicate effectively and respond to routine inquiries from public or officials.
* Must be able to develop and maintain effective working relationships.

**Please apply online at** [**clerk.franklincountyohio.gov/employment**](file:///\\fcdcfs3\redirect\jlbelche\My%20Documents\Job%20Postings\clerk.franklincountyohio.gov\employment)

Salary Range: $14.32 - $20.60 Hourly/ $32,968.00 - $42,848.00

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Jamie Belcher Phone: 614-525-4130 Email: jamiebelcher@franklincountyohio.gov

**EOE**