

## FRANKLIN COUNTY COMMUNITY BASED CORRECTIONAL FACILITY

**JOB TITLE:** FINANCIAL ANALYST - ACCOUNTS PAYABLE

**JOB LOCATION:** 1745 Alum Creek Drive, Columbus, Ohio 43207

**BENEFITS:** Medical, dental, vision, prescription drug, mental health/chemical dependency, life insurance plans; retirement through Ohio Public Employees Retirement System (OPERS); optional deferred compensation plans; and sick, vacation, and personal leave.

**ANNUAL SALARY:** \$36,718.65

**SEND APPLICATIONS TO:** 1745 Alum Creek Drive, Columbus, Ohio 43207

**OR APPLY ON-LINE AT:** [CBCF.FRANKLINCOUNTYOHIO.GOV](http://CBCF.FRANKLINCOUNTYOHIO.GOV)

**DATE POSTED:** January 29, 2018 **DEADLINE:** Until Filled

### *AN EQUAL OPPORTUNITY EMPLOYER*

#### **ESSENTIAL FUNCTIONS**

Responsible for processing payments to vendors, posting of accounts, closing out all purchase orders, and reconciling general ledgers. Makes pay-ins to the Franklin County Auditor's Office. Maintains records of all expenditures and balances expenditures and appropriations on a monthly basis. Processes travel requests for in/out-of-county travel. Serves as liaison between facility and vendor representatives. Has continual increased knowledge and understanding of county and state-wide contracts. Has efficient organization of the recording and filing of financial transactions, which allows for better ledger reconciliation. Maintains an effective understanding of the reconciliation process and reports generated by the Franklin County Auditor. Completes fiscal reports. Oversees asset inventory control. Orders office and paper supplies and performs other administrative duties. Serves as back up to Financial Analyst – Accounts Receivables (A/R).

May spend up to 30% of time assisting with human resources and benefits administration support services. May assist with completion of weekly payroll, maintaining personnel and training records, conducting training, and proofreading various types of correspondence and reports.

#### **PHYSICAL DEMANDS**

Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, and reaching with hands and arms. Must be able to transfer up to fifty (50) pounds. Visual ability sufficient to operate equipment.

#### **QUALIFICATIONS**

**Must be able to type 20 words per minute and have proficient computer skills.** Required: Bachelor's Degree in Finance or related field; or Associate's Degree in Accounting or related field. Two years of financial accounting or accounts payable experience. Good interpersonal and oral/written communication skills. Ability to exercise initiative and independent judgment within a team approach. Possess valid Ohio driver's license and have good driving record.

#### **SPECIAL REQUIREMENTS:**

Resumes, personal statements, letters of reference, training records or any other pertinent information may be included but not substituted for the application. Applications will not be accepted prior to the posting date. The person selected will have to undergo a full field background investigation and drug screening.

The Franklin County Community Based Correctional Facility is an Equal Opportunity Employer (EEO) and will not discriminate on the basis of race, color, religion, sex, national origin, disability, age, or ancestry of any person.