FRANKLIN COUNTY
Department of Animal Care & Control
4340 Tamarack Blvd.
Columbus OH 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Business Service Officer (Non-Bargaining) **PCN:** 071010

REPORTS TO: Assistant Director **P. R.:** N11

RESPONSIBILITIES: Prepare a record of cash transactions from previous day for the Auditor's office. Locate errors and report errors for corrections. Maintain and file recorded receipts. Review and verify timecards, overtime requests, compensation requests, and absent request forms. Prepare payroll and maintain payroll files. Obtain and submit new vendor and tax information to the Auditor's office. Review vendor invoices for accuracy and processing. Handle correspondence and calls from vendors. Maintain budget information in reference to compiling requests. Review standard purchase order reports for accuracy and to process invoices for payment.

Compile and record statistical information into monthly spreadsheet for yearly accumulation and reporting. Reconcile daily and monthly bank statements and transfer funds. Implement and oversee assigned programs. Receive and deposit donations. Enter statistical information used in preparation of monthly performance charts and reports. Compile and review quarterly budget expense and performance reports.

MINIMUM QUALIFICATION: Associate's degree in Accounting, Business Administration or related field with three (3) years of accounting or related experience; or any equivalent combination of training and experience.

STARTING SALARY: $19.58/hour, plus a comprehensive benefits package
180 Day Probationary Period

DATE POSTED: Monday, September 26, 2016

DEADLINE TO APPLY: Friday, September 30, 2016

If interested, please go to http://commissioners.franklincountyohio.gov/hr/ and apply on-line.

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