

**IN THE FRANKLIN COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS
AND JUVENILE BRANCH**

TITLE OF POSITION: FISCAL SPECIALIST

IMMEDIATE SUPERVISOR: Finance Manager

NORMAL WORKING HOURS: 8:00am – 5:00pm

SALARY: \$19.79 per hour. Position is subject to 180-day probationary period.

MINIMUM REQUIREMENTS: Associates Degree in Finance or Accounting or equivalent experience. Three to four years with experience in accounts receivable and payable preferred. Strong computer skills in Excel and Word.

ESSENTIAL FUNCTIONS

- Review and process the payment of invoices; match invoices with purchase order and requisition; audit supporting documentation and purchase order for accuracy in preparation for payment; verify that the goods and services are received and the proper contract price has been extended; resolve problems with payment issues; maintain record of invoices; maintain vendor files; answer inquiries regarding payment.
- Communicate with vendors to resolve purchasing problems related to delivery, payment, price discrepancies, incorrect and damaged merchandise.
- Deposits revenue into appropriate accounts and maintains corresponding records.
- Prepares various financial and accounting reports; sets up Excel spreadsheet to track and summarize financial information.
- Maintain fiscal files, create new vendor files, and open and distribute mail.
- Prepares cash receipt transactions; process stop/void payment requests; reissue checks; verify and process unclaimed funds requests; process out of county travel authorization requests.
- Perform other duties as assigned.

**Posting Period: October 29, 2020 to
November 19, 2020.**

**Application/Resume must be received
by: Thursday, November 19 @ 5:00 p.m.**

Apply On-line:

<https://drj.fccourts.org/jobpostingmgmt.aspx?type=view>

Telephone: (614) 525-3268

Fax: (614) 525-2230

Address:

Franklin County Court of Common Pleas
Division of Domestic Relations and
Juvenile Branch – **Attn: Human
Resources**
373 South High Street, 4th Floor
Columbus, Ohio 43215

THE FRANKLIN COUNTY COURT OF DOMESTIC RELATIONS AND JUVENILE DIVISION IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON