

**Franklin County Data Center  
Job Posting: Senior Accountant**

**\$60,263 - \$78,342 \*\*Excellent Benefits Package**

**JOB TITLE: Senior Accountant**

**SUMMARY**

The Senior Accountant assists the Director, Financial Services in the planning and management of accounting activities for the Franklin County Data Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the development of Chargeback (allocation and billing rates) through a cost study utilizing guidelines set forth in Federal OMB Circular A-087 and 2 CFR, Part 215.
- Assists the Billing Specialist with monthly billing and yearly allocations.
- Assists in the planning, implementation, and management of accounting activities.
- Coordinates the receipt and disbursement of funds, balancing of accounts, examination of ledgers and audit of accounts.
- Reviews countywide agency IT plans, analyze needs and determine future year projected resource requirements and capacity.
- Assists in comparing and analyzing actual direct and indirect charges to budget allowances on a continuing basis; audit cost reports and determine causes of variance in performance from budget allowances.
- Assists in purchasing requisition, voucher and contract processing.
- Assists the Director, Financial Services in managing team members including, but not limited to; training, development and mentorship. May also assist with oversight of activity tracking, timesheets and related tasks.
- Assists in the preparation of reports and analyses based on established performance metrics, setting forth progress, noting adverse trends and providing management with appropriate recommendations or conclusions.
- Performs other related duties incidental to the work described herein.

**SUPERVISORY RESPONSIBILITIES**

Assists or carries out supervisory responsibilities in accordance with the organization's policies and applicable laws to include items such as training and development of employees, planning, assigning, and directing work, addressing complaints and resolving problems, reviewing ATS entries, approve timesheets and requests for leave and other duties assigned on an as needed basis.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be a reliable presence on site, maintaining appropriate business hours. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to operate a Personal Computer using the Microsoft Office Suite of software under the MS Windows operating system.
- Excellent written and verbal communication.
- Ability to provide guidance and mentorship with diplomacy.
- Ability to present data effectively in multiple formats.
- Have knowledge of Microsoft Excel, Access and accounting software.
- Ability to create reports and analyses as needed.

## **EDUCATION and/or EXPERIENCE**

A bachelor's degree in accounting, finance, or a directly related field. Five years accounting experience is required. Appropriate experience may be substituted for education at the CIO's discretion.

Experienced in budget projection, trend analysis, data entry, accounting/bookkeeping, automated accounting systems, billing/collections, and PC spreadsheet software. Specific experience in an Information Technology services setting is desired.

## **LANGUAGE SKILLS**

Excellent communication skills are required. Ability to read and analyze and interpret complex financial and performance data. Ability to prepare reports and effectively present complex technical and financial information to executive level management and the general public.

## **MATHEMATICAL SKILLS**

Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, and factor analysis.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None are required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee will be frequently be required to use a computer keyboard. The employee is occasionally required to stand, walk, and climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Senior Accountant

Vacant

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work in this position will be performed in an office environment. The noise level in the work environment is usually moderate.

Employee, in this FLSA Exempt position, may be required to work extra hours including nights, weekends, and holidays as necessary to meet job requirements.

### **Data Center Benefits**

#### **Summary:**

**Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp,  
Retirement, Sick and Vacation Accrual, Tuition Reimbursement  
No Fees EOE**