

# FRANKLIN COUNTY RECORDER'S OFFICE

An Equal Opportunity Employer

Page 1 of 2

## POSITION DESCRIPTION

---

<b>Employee Name:</b>	<b>Position Title:</b> Business Manager
<b>Dept.:</b> Administration	<b>Employment Status:</b> Full-Time
<b>Reports to:</b> Director of Operations	<b>FLSA Status/Pay:</b> Exempt
<b>Normal Hours:</b> 40 hours; Monday–Friday	<b>Civil Service Status:</b> Unclassified – R.C. 124.11 (A)(9)
<b>EEO Status:</b> 06 – Administrative Support	<b>Pay Range:</b> \$27.50 - \$38.75 /Hour

---

### **QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); four (4) or more years of related experience and/or training, experience in finance preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

### **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal Computer, computer software (e.g., Microsoft Office, Outlook, Teams, CountyFusion, County Fiscal Software, SinglePoint, Banking sites, and other applicable computer software), fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

### **ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 10% (1) Serves as the County Recorder's daily bookkeeper; prepares cash bags for cashiers in order to prepare for the business day; assists cashiers in maintaining cash drawers with workable bill denominations.
- 35% (2) Collects the previous day's receipts and reconciles the money received with documents recorded; records credit card payments; prepares reports for daily deposits made by fiscal division; assists in maintaining pay-in records; prepares pay-in reports; reconciles money received with the fees generated; performs bank transfers from the Recorder accounts to the main account.
- 15% (3) Performs clerical and administrative work (e.g., compiles and prepares reports; maintains records; revises instructions to assist with bookkeeping functions; assists with creation and maintenance of escrow accounts; assists the public and employees with questions, etc.).
- 15% (4) Performs maintenance on accounts operated by the Recorder; updates and creates vendors; collects bad checks; processes excess payment refunds; audits escrow accounts and distributes escrow reports; communicates with E-recording vendors; Update & balance financial worksheets (e.g. Overpayments, FCR).

# FRANKLIN COUNTY RECORDER'S OFFICE

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 2 of 2

---

<b>Employee Name:</b>	<b>Position Title:</b> Business Manager
-----------------------	---

---

- 10% (5) Serves as backup to fiscal officer for daily preparation and deposit of previous day's receipts (pay-in); keying funds and accounts into the Auditor's system; depositing monies with the County Treasurer; preparing pay-ins for scanning.
- 5% (6) Serves as backup to human resources for entry and review of payroll; reconciles timesheets and entry of leave totals.
- 5% (7) Assists with review of previously recorded documents; performs image corrections of digitized documents.
- (4) Attends meetings, as directed; attends training and seminars, as directed.
- (5) Maintains required licensure or certification, if any.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

## OTHER DUTIES AND RESPONSIBILITIES:

- 5% (1) Performs other duties as assigned.

## MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** finance; bookkeeping; generally accepted accounting principles; governmental accounting; office practices and procedures; \*County/department goals and objectives; \*County/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; \*laws, rules, and regulations regulating the operation of the Recorder's Office; Microsoft Excel; computer software; records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; customer service techniques.

**Skill in:** typing; data entry; word processing; use of spreadsheets; computer operation; adding machine or calculator operation; use of modern office equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; prepare accurate documentation; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; lift files, file boxes, ledger books, etc.; travel to and gain access to work site.

## POSITIONS DIRECTLY SUPERVISED:

May assist with supervision of Operations staff