

FRANKLIN COUNTY TREASURER'S OFFICE
373 South High Street, 17th Floor
Columbus, Ohio 43215
(614) 525-4449

EMPLOYMENT OPPORTUNITY

JOB TITLE: Payment Processor/ Cashier
DIVISION: Payment Team
REPORTS TO: Supervisor of Cashiering
OFFICE HOURS: Monday - Friday, 8:00 a.m. - 5:00 p.m.
POSTED: Tuesday July 5, 2011
DEADLINE: Friday, July 15, 2011

General Description:

This position is responsible for the processing of all payments coming into the county treasury from taxpayers and representatives of various county agencies. Payments to the treasury are made in a variety of methods including over the counter, mail, electronically, and on line.

Job Specifications:

- Process walk in payments from taxpayers and other county agencies.
- Interact with and respond to tax payers and the general public in a timely, professional manner both in person and via phone.
- The payment processing responsibilities of this position will rotate to include all areas of the payment processing area including: cashiering windows, Unisys NDP/SmartSource check processing equipment, mail payments, electronic files (bulk lender and lockbox files), direct debit program management, credit card payments, e-checks, and the maintenance of escrow accounts and contracts.
- The ability to work with minimal supervision in processing a high volume of payments.
- Operate Unisys NDP/SmartSource high speed encoding/ imaging equipment.
- Maintain team atmosphere of working with other staff members to complete the daily tasks and foster a professional and positive work environment for the Division.

Other Duties:

- Willingness to learn all areas of the payment processing division and act as a back up wherever needed.

Qualifications and Requirements:

Candidates must have a combination of education, experience, skills and personal characteristics that demonstrate the candidate's ability to perform the duties of the position. Candidates should have at least the following qualifications:

- Attention to detail and the ability to balance daily work processed efficiently with minimal errors.
- Skill in operation of cashiering equipment including 10 key calculator, currency counter, copier, printers, mail opening equipment.

- Must have the ability to learn in-house computer applications and have an aptitude to troubleshoot problems related to mathematical calculations.
- Relevant experience in customer service with emphasis in walk-in customer traffic, real estate or other setting where the applicant learned and used customer service and treasury terminology and operations.
- Excellent interpersonal skills, pleasant personality and ability to interact and maintain effective working relationships with colleagues, other agencies, tax payers and general public or others conducting business with the Office.
- Proficiency in operating a personal computer and with Microsoft Office products such as Word, Outlook, and Excel, research on the Internet and the ability to become proficient with the various software applications used by the Office.
- Professional appearance and demeanor appropriate for the position and the work environment as a representative of the Treasurer.
- Dependability, reliability and excellent attendance record.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership and sound judgment.

Preferred qualifications include:

- Service in a commercial banking environment or other financial organization that has provided an applicant with comparable work experience.
- Experience with electronic file transmissions and processing.

Special Requirements:

Must, at times be able to work additional hours to ensure the proper balancing of daily work.

Working Conditions:

Typical office environment: cash handling, high volume payment processing and public interaction. There is some mechanical background noise.

Salary:

The Treasurer establishes his own pay ranges and salary schedules, and has some flexibility in setting the salary of the successful candidate. The salary of the successful candidate will be commensurate with experience.

Benefits:

The Franklin County Treasurer’s Office offers an excellent benefits package that includes: health, prescription, vision, dental, and life insurance; generous vacation, sick and personal leave; paid holidays; a deferred compensation program; tuition reimbursement; credit union membership and direct deposit of net pay.

Treasurer employees are members of the Ohio Public Employees Retirement System (OPERS), which provides retirement, disability and survivor benefits for public employees.

Application Process:

All applicants must submit a resume and cover letter that describes with some specificity how the applicants qualifications match those required for the position. Particular attention should be paid to the areas of teamwork, leadership and treasury operations. External applicants must submit an application for employment in addition to their resume and cover letter. Applications are available at <http://treasurer.franklincountyohio.gov/assets/pdf/job-postings/employment-application.pdf> for by calling (614) 525-4449.

The Treasurer may decline to consider any applicant who does not submit all required items or whose materials are not submitted by the deadline.

To ensure consideration all application materials should be submitted by **5:00 p.m. Friday, July 15, 2011 to:**

Deidre Thompson
Human Resources Manager
Franklin County Treasurer's Office
373 South High Street, 17th Floor
Columbus, Ohio 43215

Receipt of applications will be acknowledged by mail, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the Human Resources Manager or any Treasurer employee concerning their application.

As a part of the selection process, a candidate may be required to undergo skills tests that could include writing and other exercises to test the candidates writing ability and understanding of the Treasurer's office and other subjects. Candidates who indicate knowledge of a second language or American Sign Language will be required to demonstrate those skills. The successful applicant may be required to undergo a criminal record check and background investigation.

This position is not a member of a bargaining unit. The Treasurer is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation or disability.