



# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

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**POSITION TITLE:** Finance Administrator

**IMMEDIATE SUPERVISOR:** Finance Director

**HOURS:** Monday – Friday, 8am – 5pm

**STARTING SALARY:** \$73,000 to \$82,000, Negotiable with experience

**MINIMUM REQUIREMENTS:** Bachelor's degree in Accounting or Finance preferred. At least five years' experience in Government Finance or Accounting.

**FLSA:** Exempt

**CLASSIFICATION:** Unclassified

**POSITION SUMMARY:** The Finance Administrator supports the fiscal operations of the Franklin County Prosecutor's Office through a range of accounting and budgeting responsibilities, including accounts payable and receivable, fiscal contract oversight, budget execution, and reconciliation. This position ensures compliance with internal policies and public finance regulations, while contributing to the integrity and strategic use of financial resources.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Use ERP system (Enterprise Resource Planning) and Chase Connect to process payables, receivables, and financial transactions
- Research and resolve vendor billing discrepancies professionally and in a timely manner
- Generate and maintain purchase orders; process closure and reduction requests as needed
- Track, monitor, and report expenditures related to all fiscal contracts; coordinate with internal teams for timely renewals
- Prepare and interpret financial summaries, monthly activity reports, and fund balances
- Support the planning, development, and implementation of both General Fund (\$29.3M) and Non-General Fund (\$2.3M) budgets
- Ensure financial transactions comply with county policies and applicable state and federal financial regulations
- Contribute to financial modeling and projections for special initiatives and operational planning
- Proactively identify financial risks or inefficiencies and recommend improvements
- Serve as designee for the Finance Director when needed
- Perform additional duties as assigned in alignment with organizational goals

### **CORE COMPETENCIES, SKILLS & EXPERIENCE**

#### **Financial Acumen & Analytical Thinking:**

- Demonstrate understanding of public-sector finance operations, budgeting cycle, and financial compliance
- Experience preparing and analyzing financial reports and reconciliations
- Proficient in Tyler Technology ERP software (e.g., Quicken, Chase Connect), Excel, and online financial systems
- Ability to assess financial impact of new initiatives and provide insights to inform strategic decisions

#### **Attention to Detail & Organizational Skills:**

- Strong organizational skills to manage concurrent deadlines and financial tasks
- High accuracy in performing financial calculations and creating documentation
- Maintains detailed records in preparation for internal and external audits



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### **Ethics & Compliance:**

- Upholds confidentiality and integrity in all financial operations
- Understands and applies local, state, and federal regulations governing financial transactions
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### **Communication & Relationship Management:**

- Excellent verbal and written communication skills to explain complex financial matters to diverse audiences
- Collaborative and professional in interacting with vendors, peers, and internal stakeholders

### **Adaptability & Learning Agility:**

- Demonstrates flexibility and initiative when addressing evolving priorities or new systems
- Quickly learns new tools and procedures related to financial administration

### **PHYSICAL REQUIREMENTS**

The Finance Administrator must be able to perform duties requiring frequent use of computers, standard office equipment, and manual file handling. This role requires the ability to lift items up to 15 lbs., regularly move throughout the county office and courthouse complex, and maintain a consistent presence during standard business hours. Attendance and punctuality are essential.

This offer is contingent upon a successful background check. This office observes COVID-19 protocols and may require employees to be either vaccinated or test frequently.

### **BENEFITS SUMMARY**

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| • Medical, Dental, Vision and Behavioral Health, and Prescription Drug Coverage | • Deferred Compensation                 |
| • Employee Assistance Program   | • Generous Paid Time Off Accrual        |
| • Disability and Life Insurance   | • Ten Paid Holidays                     |
| • Ohio Public Employees Retirement System (OPERS)                               | • Tuition Reimbursement                 |
|   | • Company-Paid Training and Development |
|   | • Commuter Program                      |

### **Submit resume and cover letter to**

Franklin County Prosecutor's Office - 373 S. High St., Columbus, Ohio 43215  
Human Resources: PRAT-HR@franklincountyohio.gov

The Prosecutor is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on color, race, national origin, age, sex, sexual orientation, gender identity, religion, veteran status, marital status, a disability that does not prohibit performance of essential job functions, genetic information or any other status protected by applicable law.



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## **FRANKLIN COUNTY PROSECUTING ATTORNEY**

The Prosecutor has a strict policy against any form of unlawful discrimination. This policy prohibits both discrimination based on any of the protected characteristics described in previous paragraph, and retaliation against a person who opposes or complains about prohibited conduct or who participates in any way in the complaint, investigation, or reasonable accommodation processes.

The Prosecutor prohibits such harassment by or against all employees, vendors, clients and visitors. It is the policy of the Prosecutor to provide a working atmosphere free from discriminatory insult, intimidation and other forms of harass