

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

VACANT POSITION

Position: BUSINESS ADMINISTRATOR
Date Posted: January 24, 2018 – February 9, 2018

SUPERVISOR: Assistant Director
Wage: \$22.09

DUTIES:

Oversees all fiscal and budgetary functions for Crawford County Job & Family Services. Oversees the management of state allocations with the county accounts. Prepares and oversees auditing and preparation for payment of administrative bills and ensures delivery to county auditor for payment. Ensures proper procedures are taken with the State Draw System to ensure on-going county accounting principles and balances. Codes all fiscal payments for reporting in computer systems to The Ohio Department of Job & Family Services. Develops financial reporting controls, monitors and evaluates reconciliations of county fiscal records to State records for accuracy and completeness. Monitors and balances advances and reconciles accounts. Conducts regular projections.

Must certify all allocations. Annually reviews income and expenses for the upcoming year and prepares an estimated county budget to review with the Assistant Director and/or Director in preparation to calculate an encumbered amount in each account to submit to County Commissioners for approval. Prepares according to established procedure, a full-time equivalent report and a cash flow forecast to the State. Reviews allocations of past expenses and new programs for Annual State Budget for the new fiscal year. Enters approved figures, after reviewed with Assistant Director and /or Director, into the budget computer program for State approval. Supervises all fiscal staff. Determines need for new staff, interviews applicants and makes recommendations for the hiring of new employees. Recommends discipline of subordinates when necessary. Reviews and recommends employee requests for leave. Completes performance evaluation of subordinate's work. Trains new and current employees. Assigns and reviews work of subordinates.

Implements the Random Moment Sampling requirements and monitors for preparation of quarterly reports used to allocate expenses to line items, codes, and ceilings. Runs reports for import and after the final funding source (ceiling) reports are run to match the Core reports, figures are exported by disk and emailed to the State. Makes presentations as assigned and works to resolve payment processing issues with the Auditor's Office.

Attends meetings, workshops and training sessions in relation to job duties of unit. Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Computer operations; State laws, rules and regulations; Federal laws, rules and regulations; Personnel practices; Supervisory practices; Training and development practices; Safety practices; Interviewing principles; Purchasing practices; Budgeting; Interviewing principles; Americans with Disabilities Act; Civil Rights Act; Occupational Safety and Health Administration (OSHA); Agency alarm system; Disciplinary practices and procedures; Contracts and negotiations with outside vendors. Oral communication; Organization; Interviewing; Supervising; Performing computer operations. Work with others; Answer routine questions/inquiries; Maintain accurate records; Supervise others; Recommend qualified candidates; Interprets policies and procedures; Monitor the work of others; Assign work to

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others; Train others; Recognize errors in the work of others; Discipline others; Explain assignments, procedures, or situations to others; Make major purchases for the County; Contract with outside vendors; Computer operations; Fiscal reports; Reimbursements and reconciliations; Auditing practices; Budgeting; Typing principles; Data processing procedures; Statistical operations. Typing/Microsoft Office Organization; Perform computer operations. Develop new procedures, policies, or programs; Interpret policies and procedures; Collect data; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals, and percentages); Maintain accurate records; Statistically analyze data; Read, copy and record figures; Gather, collate and summarize data; Perform statistical operations; Use computers; Write reports; Compile statistics; Prepare budgets.

MINIMUM QUALIFICATIONS

- Requires completion of undergraduate major core coursework in finance, accounting, business administration, or public administration. Also requires three years experience in a position involving fiscal and budgeting responsibilities and one year of supervisory experience.

UNUSUAL WORKING CONDITIONS/HAZARDS

The position requires no unusual physical demands. Most of the work is sedentary and performed in an office setting. The incumbent is required to lift paper or other office supplies which typically weigh less than five (5) pounds. The position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.

****EQUAL OPPORTUNITY EMPLOYER****

RESUMES WILL BE ACCEPTED DURING THE POSTING DATES LISTED BELOW.

CONTACT INFORMATION: ATTN: JENNIFER GREMLING

EMAIL TO: JENNIFER.GREMLING@JFS.OHIO.GOV OR FAX-419-563-9797 OR MAIL TO:
CRAWFORD COUNTY JOB AND FAMILY SERVICES, 224 NORTON WAY, BUCYRUS,
OHIO 44820

January 24, 2018-February 9, 2018