

# ***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

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### **VACANT POSITION**

**Position:** FISCAL OFFICER  
**Date Posted:** March 13, 2018 – March 27, 2018

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**SUPERVISOR:** Business Administrator  
**Wage:** Base \$17.54/Salary commensurate with experience

#### **DUTIES:**

Manages state allocations with county accounts to assure funds availability and budget allowances for purchases. Prepares and oversees audit processes and payment of bills. Codes all fiscal payments for reporting in computer system to ODHS. Develops financial reporting controls; monitors and evaluates reconciliations of county fiscal records to State records for accuracy and completeness; monitors reimbursement of federal and state monies. Understands and applies all assigned functions of the county finance systems.

Monitors encumbrances of accounts and prepares purchase order requests; monitors receipts of money and posting to daily receipt ledger; maintains agency personnel records for vacation/sick leave recording; monitors and checks for errors and makes corrections to administrative payroll.

Assists and backs up Account Clerks with fiscal duties as needed. Analyzes local, state and federal reports. Prepares reports and conducts regular projections. Works with county auditor personnel to research, analyze and resolve fiscal issues.

Attends meetings, workshops and training sessions in relation to job duties of unit; performs other duties as assigned by supervisor.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Bookkeeping practices; Office practices and procedures; Intermediate mathematical principles; Purchasing practices; Fiscal management, control and planning; Bid/voucher preparation; Audit procedures; Budgeting functions and operations; Computer operations; Typing principles; Accounting principles; Budget formation and forecasts; Federal and State regulations regarding fiscal accounting procedures. Organization; Writing; Oral communication; Typing; Performing computer operations. Extract information from various sources; Collect data; Work with Others; Perform intermediate mathematical operations; Develop budgets and fiscal policies/procedures; Perform accounting and budgeting operations; Monitor allocations and appropriations (e.g., cash flow); Analyze, review, process and account for Agency expenditures and receipts; Implement financial plans; Prepare and monitor contracts and/or agreements; Design fiscal accounting procedures; Monitor accounts payable and receivable; Use computers; Maintain accurate records; Statistically analyze data to detect budget trends; Complete forms; Read, copy and record figures; Gather, collate and summarize data; Make independent decisions.

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### **MINIMUM QUALIFICATIONS**

- Completion of undergraduate major core coursework in accounting, finance, financial management or like academic field that included at least three courses in accounting and one course in finance.

- Or two courses or twelve months experience in accounting, two courses or twelve months experience in finance, one course or six months experience in business administration, one course or six months experience in written communication for business, one course or six months experience in public relations, and one course or six months experience in typing, keyboarding or word processing to include generating a spreadsheet.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

### **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.

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\*\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*\*

PLEASE SUBMIT COVER LETTER, RESUME, AND AGENCY APPLICATION (FOUND ON [WWW.CRAWFORDCOUNTYJFS.ORG](http://WWW.CRAWFORDCOUNTYJFS.ORG)) DURING THE POSTING DATES LISTED BELOW.

CONTACT INFORMATION: ATTN: JENNIFER GREMLING  
EMAIL TO: [JENNIFER.GREMLING@JFS.OHIO.GOV](mailto: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

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