



Preble County *Board of Commissioners*

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Rodney Creech

Christopher M. Day

Denise Robertson

JOB POSTING FISCAL SPECIALIST

The Board of Preble County Commissioners will accept applications for the full time, classified, FLSA non-exempt position of Fiscal Specialist for Preble County Job & Family Services. Interested individuals may obtain a position description which outlines the responsibilities of this position including qualifications and duties. The pay range for this position is \$14.99 - \$20.51 per hour.

Applications may be obtained in the Preble County Commission Office located on the 1st floor of the Preble County Courthouse, 101 East Main Street in Eaton, Ohio, between the hours of 8:30 A.M. and 4:00 P.M., Monday thru Friday. All applications are to be delivered to the Board of Preble County Commissioners' Office. This job posting is also published on the Preble County Commission's website, www.prebco.org. To access the help wanted ad notice, click on "job opportunities" on the left side of the home page at www.prebco.org. Applications will be accepted until 4:00 P.M. on Friday, July 27, 2018.

Preble County is an equal opportunity employer.

Posted on County Website – July 9, 2018

Indeed.com – July 9, 2018

POSITION DESCRIPTION		AGENCY/DEPT ID PREBLE JOB & FAMILY SERVICES
DIVISION OR INSTITUTION ADMINISTRATIVE	UNIT OR OFFICE	COUNTY OF EMPLOYMENT PREBLE

POSITION NUMBER	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>												
			Agency Organizational Tree												
	USUAL WORKING TITLE OF POSITION FISCAL SPECIALIST		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 11004.0 BUSINESS ADMINISTRATOR												
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit											
Page 1 of 1															
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 TO: 4:30 PM FLEX TIME															
JOB DESCRIPTION AND WORKER CHARACTERISTICS															
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">70</td> <td> <p>Monitors/analyzes/maintains accounts payable & receivable for any agency department including but not limited to; public assistance, child support, children services, workforce investment and/or family and children first. Encumbers money against named accounts; monitors expenditures to stay within budget and compliancy with rules/regulations; makes necessary transfers between accounts/ prepares summaries to auditor so payment of bills is completed; posts payments to appropriate accounts and monitors/analyzes the account for correct budget entries. Monitors account receivable to ensure proper placement of money into correct account. All above done in appropriate financial system for funding stream. Prepares bi-weekly payroll for department(s) above; calculates sick/vacation/comp balances and monitors for usage and compliance against agency policies and procedures. Responsible for preparation of personnel actions and updating of personnel database as a result of terminations, new hires, pay rate changes etc. Monitors contracts for expenditure compliance and ensures fiscal accountability.</p> </td> <td rowspan="4"> <p>KNOWLEDGE OF: (1) Agency computer system CFIS, MIP, Frost, Gazelle, etc.(2) procedures for purchases, expenditures and payments, accounts payable invoicing procedures (purchase orders, vouchers) (3) payroll functions (4) accounting & auditing principles (5) financial/fiscal records and reports (6) fiscal analysis and forecasts (7) agency records management (8) administrative practices regarding fiscal control activities (9) account allocation planning</p> <p>SKILLS: (1) typing (2) operating computer system CFIS, MIP, Frost, Gazelle, etc (3) oral communication</p> <p>ABILITIES: (1) perform mathematical and accounting operations (2) balance and maintain cash, allocations and appropriation of accounts (3) establish or implement accounting or auditing procedures (4) maintain accurate records regarding usage of employee leave (5) Answer questions/inquiries regarding fiscal control activities (6) perform general clerical duties (type reports/answer phone calls) (7) Maintains confidentiality</p> </td> </tr> <tr> <td style="vertical-align: top;">10</td> <td> <p>Prepares in-house agency reports along with any required state reports monthly, quarterly or yearly. 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JOB TITLE FISCAL SPECIALIST	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE												
JOB CODE 60181			DATE												