



# *Preble County* *Board of Commissioners*

101 East Main St., Eaton OH 45320

Phone: (937) 456-8143

[commissioners@prebco.org](mailto:commissioners@prebco.org)

Fax: (937) 456-8114

*Rodney Creech*

*Christopher M. Day*

*Denise Robertson*

## **INTERNAL JOB POSTING COUNTY EMPLOYEES ONLY**

### **ADMINISTRATIVE ASSISTANT - FISCAL**

The Board of Preble County Commissioners will accept applications for the full time, classified, FLSA non-exempt position of Administrative Assistant - Fiscal 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 \$18.43 - \$25.23 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 and to the Director of Job & Family Services. This job posting is also published on the Preble County Commission's website, [www.prebco.org](http://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](http://www.prebco.org). Applications will be accepted until 4:00 p.m. on Friday, August 9, 2019

Preble County is an equal opportunity employer.

Posted on County Website – July 29, 2019

POSITION POSTING FOR PREBLE COUNTY JOB AND FAMILY SERVICES

POSITION: **ADMINISTRATIVE ASSISTANT; Fiscal**

RANGE: PAY RANGE 8 \$18.43 -\$25.23

DEADLINE FOR APPLICANTS: 08/09/2019

DUTIES OF THE POSITION: Assists Business Administrator and Fiscal Officer in the operation of the fiscal department of the Preble JFS. Assists with implementation and formation of programs and/or special projects. Oversees operation of BS&A Accounting System with the County Auditor's Office. Ensures billings/purchase orders are entered correctly and approved timely. Monitors accounts and work of fiscal specialists for accuracy and timeliness of operations. Develops policies and procedures for process completed by fiscal specialists. Assists with IT issues and process. May provide supervision to Fiscal Specialists and Unit Support staff. Interprets and explains personnel Policies and procedures.

Be knowledgeable of all funding received by the agency and distribution of the funding sources. This includes all divisions within JFS authority now and in the future. Knowledgeable of allowable and non-allowable disbursements and receipts. Knowledge of OAC/ORC/Code of Federal Regulations and State and Local policies and Procedures.

Attends meetings and leads meetings. Other duties as assigned.

MINIMUM REQUIREMENTS: 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.

Valid Driver's license.

We are looking for a highly motivated, progressive leader who can work with complex financial systems, and receive input from the county auditor, the county commissioners, state and federal guidelines and fiscal supervisors. Must be able to manage multiple tasks and a fast-paced working environment, meet deadlines, and maintain accuracy at a high level. Must be able to work with both lower level and higher-level staff to solve problems and meet the needs of the agency and the community.