Madison
County Department of
Job & Family Services

Lori Dodge-Dorsey, Director
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Children's Services • Child Support • Social Services • Income Maintenance • Workforce Development

NOTICE OF JOB OPPORTUNITY

FISCAL SPECIALIST

Madison County Department of Job and Family Services is accepting resumes for the position of Fiscal Specialist reporting to the Budget Officer.

Job Duties:

- Post variety of accounting transactions to accounting software and excel ledgers and make necessary computations for accurate posting and maintenance of records for reporting purposes.
- Code, review, and process invoices, vouchers, receipts or other accounting documents.
- Scan invoices into document imaging system and communicate with vendors.
- Compile and review a variety of financial reports (e.g. weekly, monthly, quarterly reports on cash, budget, accounts payable, accounts receivable).
- Encumber P.O.'s, process payments, and enter required data via county accounting software.
- Prepare and monitor agency contracts including renewal.
- Responsible for procurement process of agency through quotes, bids, or request for proposals.
- Participates in the development and implementation of fiscal policies & procedures.
- Assists with county audit of the agency.

Minimum Qualifications

Completion of undergraduate major core coursework in accounting, finance or similar field. Preferred three years' experience in a position involving fiscal and contract responsibilities and knowledge of CFIS and other DJFS financial systems. Experience working in a public sector fiscal department preferred.

Pay Range: Salary negotiable based on experience.

Fringe Benefits Include:

- Health/Dental/Vision Insurance
- Prescription card
- Paid sick leave, if leave available
- Paid vacation (after 1 yr. of service) or after accumulated if applicant has prior countable service
- OPERS pickup
- Deferred compensation plans available

Qualified applicants should submit a cover letter and resume to (position open until filled):
Human Resources
Madison County Department of Job and Family Services
200 Midway St., London, OH 43140
Fax: 740-852-4756 or Email: Madison_CDJFS@jfs.ohio.gov

Madison County is an Equal Opportunity Employer