

## **Manager 2 - Finance (Fiscal Supervisor) (3881-12)**

### **Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off**

11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, and Paid Parental Leave. Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.

Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

**DEADLINE TO APPLY:** Open Until Filled

#### **WORK LOCATION:**

Job & Family Services  
222 E. Central Parkway  
Cincinnati, OH 45202

**WORK HOURS:** Full-Time – 40 hours weekly  
**(Potential for Hybrid Remote Work Schedule)**

**STARTING SALARY:** \$34.70 hourly : \$72,176 annually

**NOTE:** Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

#### **REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):**

- Bachelor's degree in business or public administration, finance, accounting, or related area
- 36 months experience in public or business administration
- or 24 months experience as a Manager 1- Finance, 81415
- or equivalent

#### **AGENCY-PREFERRED QUALIFICATIONS:**

- 2 years of experience in government accounting
- Demonstrated knowledge of IV-E programs
- Ability to navigate SACWIS, OB
- Ability to navigate county accounting systems

#### **JOB DUTIES (SUMMARY):**

- **FISCAL OPERATIONS:** Review, analyze, modify, and implement financial systems to ensure compliance with federal, state, and county regulations while promoting best business practices. Ensure program requirements are met, including compliance with Title IV-E eligibility and benefits (FCM, AA) to maintain continued benefits. Monitor receivables and payables to allocate funds appropriately across agency programs. Make recommendations and changes as needed, overseeing Federal, State, and local allocations

and cash fund management. Provide analyses, evaluations, and projections for the agency's current and future financial status, preparing and maintaining reports. Analyze budget requests, collaborate with leadership on budgetary needs and departmental objectives, and implement approved budgets. Control expenditures, develop fiscal policies and procedures, and address fiscal challenges. Prepare or assist in preparing the HCJFS annual budget, contributing financial expertise. Responsible for auditing program records, financial records, bookkeeping systems, accounting operations, and bill payments across all funds, ensuring financial integrity and regulatory compliance.

- **SUPERVISION:** Lead the fiscal section by supervising Fiscal Budget Officers, Fiscal Analysts, Accountants, and Children Services Determiners. Model excellence in all work responsibilities, coaching and training staff for performance excellence. Provide guidance and support, manage change, and facilitate adjustments for team adaptation to evolving practices and program policies. Conduct regular unit or section conferences, individually or in groups. Review work for accuracy, completeness, and compliance. Assess staff performance regularly, providing feedback to foster excellence. Support other Fiscal Supervisors when needed and assume their duties in their absence.
- **ADMINISTRATIVE:** Collaborate with the Comptroller to set the direction for HCJFS financial systems, providing comprehensive guidance. Plan, manage, organize, direct, and monitor all activities within HCJFS Fiscal section. Develop, implement, and uphold written policies, procedures, and programs aligned with the agency's operational requirements. Handle hiring responsibilities following local policies and procedures, ensuring appropriate unit task coverage in line with agency work location policies. Create efficient workflows for continuous unit development and program effectiveness through data-driven evaluation methods. Prepare written reports as assigned and maintain data essential for the operation. Act as a liaison between the Fiscal section and other HCJFS supervisory staff. Collaborate with Information Systems to develop, implement, and coordinate computer support systems.
- **PROFESSIONAL DEVELOPMENT:** Engages actively in Federal, State, and local training and meetings. Pursues skill development and refresher opportunities when accessible. Maintains awareness of and adheres to principles of effective supervision, management consulting, organizational development, and public organization administration. Stays updated on Title IV-E, Medicaid, and other relevant Federal, State, and local regulations. Consistently demonstrates excellent customer service and strong interpersonal skills.
- Attends conferences and training.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** (\*Indicates can be developed after employment)

- **Knowledge of:** Department policy and procedure\*; government structure and process; budgeting; public accounting; bookkeeping; management; sections of the ORC and CFR that pertain to JFS grants. Budgeting; management; supervision; employee training and development; public relations; office practices and procedures; children's services and community service programs, procedures and regulations\*; interviewing; agency policies and procedures\*.
- **Skill In:** Proficient utilization of Microsoft Office; proficient in financial software, excellent verbal, and written communication; project management; fiscal planning.
- **Ability to:** Analyze, compile, and post large amounts of fiscal data into meaningful form; prepare complex financial reports; draw viable conclusions based on data; communicate effectively in oral and written form; interpret wide variety of technical material in manuals. Apply principles to solve practical everyday problems; define problems, collect data, establish facts, and draw valid conclusions; prepare meaningful, concise, and accurate reports; understand state and federal regulations. technical manuals, ability to recognize errors and make corrections; gather, collate, and classify information about data, people or things; handle sensitive inquiries from and contracts with officials and general public; establish friendly atmosphere as supervision/team leader of a work unit; maintain relationships with external partners, interview job applicants effectively

**ESSENTIAL JOB FACTORS:**

- Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.

**PHYSICAL and/or MENTAL REQUIREMENTS:**

- Ability to consistently and repetitiously apply eligibility and policy criteria

**POSITIONS SUPERVISED:**

- Budget Officers
- Fiscal Analysts
- Accountants
- Benefits Determiner

**HAZARDOUS and/or WORKING CONDITIONS:**

- Long periods of sitting and computer entry

**BACKGROUND CHECKS REQUIRED:**

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee