



COUNTY OF SUMMIT, OHIO

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Account Specialist

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Position Details

Job Information

Appointing Authority	Summit County Children Services
Bargaining Unit	CWA, Local #4546, AFL-CIO
Department/Division	Children Services
Full Time/Part Time	Full Time
Regular/Temporary	Regular
Work Schedule	Monday – Friday, 8am to 4pm

Reporting directly to the Supervisor, IV-E and Support Services or Manager, Budgeting & Financial Reporting, the Account Specialist performs assigned accounting functions.

Job Description

The Account Specialist is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages, and appearances in a manner that respects and preserves the dignity of all. The Account Specialist commits to adhere to SCCS' mission, vision, and values at all times.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED required; Associated Degree in Business or Social Services related field preferred. Two (2) years' experience working in a social services agency preferred; Experience working in Accounting/Fiscal environment preferred.

Required Qualifications

Computer Skills

To perform this job successfully, an individual must have demonstrated knowledge in all Microsoft Office products including, but not limited to Word, Excel, PowerPoint, and Access required. Prior accounting experience preferred. Previous experience with large database computer applications and/or SACWIS experienced preferred.

Preferred Qualifications

Pre-Employment Testing Requirements

Criminal Background Check, Pre-employment Drug and Alcohol Testing

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is rarely exposed to outside weather conditions. The noise level in the work environment is of moderate intensity.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to: sit; use hands to manipulate objects; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk.

The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, occasionally lift and/or move up to fifty (50) pounds and rarely lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Licensing/Certification Although this classification is not regularly required to possess a valid State of Ohio drivers' license and/or possess auto insurance as defined by Ohio Administrative Code (OAC), the incumbent must meet the requirements outlined in agency policy if he/she/they do drive for work purposes.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Other Qualifications

Incumbent is required to travel to/from Agency meetings within the County and State as directed by his/her chain of command, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name unless a County-owned vehicle is secured pursuant to contract language and/or Agency policy/procedure. Personal vehicles must be in good working order and appropriately accommodate passengers as needed.

Additional Information

Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times.

Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principles at all times.

Job Duties

Job Duty Name

Essential Job Duties and Responsibilities

Essential Duties and Responsibilities include the following. Other related duties may be assigned.

Monitors a variety of fiscal management and control activities; Initiates transfer requests, modifications, etc.; Balances and maintains cash, allocations, and appropriation of accounts; Monitors accounts payable and receivable; Monitors expenditure levels of agreements and contracts; Monitors financial reporting controls over appropriations. Analyzes, prepares, and reconciles expense reports, and prepares invoices, vouchers, accounts, remittances, and other related materials for routine department activities; Prepares and maintains records for miscellaneous invoices for staff and outside agencies; Processes agency portion of Adoption Subsidy. Enters yearly budget and cash receipts in the computer system. Keeps track of balances in each account and prepares transfers and additional appropriations when needed. Balances all accounts monthly with the auditor's office and reviews quarterly financial reports to be certified by the county auditor. Updates Statewide Automated Child Welfare Information System (SACWIS) Benefit information related to child specific revenues received; Perform specialized tasks relative to requesting Title IV-E reimbursement from the State of Ohio for child specific eligible expenses; Performs credit checks on children in custody coordinating efforts to remedy negative credit findings; Links placement service authorizations in SACWIS as needed; Creates manual payments in SACWIS as needed. Performs assigned accounting functions related to correct deposit of all agency receipts. Maintain accurate accounting records for all betterment account funds (Executive Account and Donated funds) and individual child records of Children's Savings account transactions. Pays all bills submitted and approved by Chain of Command as per payment schedule in timely and efficient manner; Processes Accounts Payable for specified accounts, researching related issues; Prepares and maintains Purchase Orders for accounts in area of responsibility; Performs reconciliation of vendor statements/balances for assigned vendors.

Description of Job Duty

Updates miscellaneous spreadsheets and databases as directed; Prepares journal entries and reconciles checking accounts; Prepares and submits monthly State financial statements/invoices to ODJFS. Assists with Random Moment Survey (RMS) as directed/needed; Monitors timelines and approves all samples; Researches validity of code definitions, documentation and how they are best utilized; Analyses historical reports and data to assist in projecting impacts on agency budgets; Prepares and finalizes data to be extracted from the on-line system Maintains current knowledge of software packages needed to perform job duties including, but not limited to SACWIS, Ohio Integrated Eligibility System (OIES), Medicaid Information Technology Systems (MITS), QuickBooks/Quickken, CFIS, PSOP Banner Performs auditing duties, such as verifying balances, sorting, and organizing material, revising journal entries, etc.; Assists in audit preparation for the department and represents agency's interests as directed. Assists other staff within Department as needed; works as a team to ensure work is completed accurately and within a timely manner; Provides support/coverage within the Fiscal Services bargaining unit classifications as needed/directed. Accesses and inputs data in SACWIS as needed; Extracts information and inputs documentation, as needed; Gathers data and completes statistical reports as requested by supervisor or chain of command. Scans case-related material into EDMS and notifies associated persons of newly scanned material, when appropriate. Assists in the orientation/shadowing of agency staff as required by the employee's chain of command. Attends and participates in supervision meetings as established by the employee's chain of command and based on the needs of the worker/caseload; Attends and participates in all agency meetings including unit, department, division, and all staff meetings. Attends trainings as identified by the chain of command or where otherwise required/directed. Adheres to all agency policies and procedures, including but not limited to Professional Ethics and Conflict of Interest policies.

Job Duty Name

Core Competencies

Description of Job Duty

To perform this job successfully, an individual must demonstrate the following competencies:

1. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.

2. Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.
3. Customer Service – Manages challenging or emotional client and employee situations; Responds promptly to client's/employee needs; Solicits client feedback to improve service; Responds to requests for service and assistance.
4. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to complete goals and finalize work duties; Completes tasks on time or notifies appropriate person with an alternate plan; Follows through on commitments; Follows policies and procedures.
5. Cultural Competency – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
6. Ethics – Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Treats others with respect and consideration regardless of their status or position; Maintains confidentiality.
7. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
8. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
9. Interpersonal Skills – Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Approaches others in a tactful manner; Demonstrates insight and empathy.
10. Planning/Productivity – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans; Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
11. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
12. Safety and Security – Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
13. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
14. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote excellence; Monitors own work to ensure quality.

Requisition Details

Requisition Details

Requisition Number	B-1022022-R
Working Title	Account Specialist
Posting Type	External/Public Posting
Number of Vacancies	1
Advertised Salary	\$18.25 per hour
Open Date	07/26/2022
Close Date	08/26/2022
Open Until Filled	No
Special Instructions Summary	

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Did you graduate from high school or do you have a GED certificate?
 - Yes
 - No
2. * Do you have an associate's degree?
 - Yes
 - No
3. * What is your associate's degree in?

(Open Ended Question)
4. * How many years experience do you have in the accounting/fiscal field?
 - 0-1
 - 1-2

- 2 or more
5. * How many years experience do you have working in a child welfare or other similar agency?
- 0-1
 - 2-3
 - 3 or more
6. * Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If no, please enter "No"
- (Open Ended Question)
7. * Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relationship. If no, please enter "No"
- (Open Ended Question)
8. * Have you ever had any involvement with Summit County Children Services or any other child welfare system in any capacity? Please answer "Yes, No or N/A" to the questions below and provide explanation if applicable. As a child? As an adult? As a caregiver/provider? Other? If yes, please provide relevant information for each, including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify the information provided).
- (Open Ended Question)
9. * Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please give offenses, dates and explanations. If no, please enter "No"
- Yes
 - No
10. * Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter "No"
- (Open Ended Question)
11. * What is your driver's license number? If you do not possess a driver's license, please enter "N/A".
- (Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume

Optional Documents

1. Cover Letter