



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

FULL TIME EMPLOYMENT OPPORTUNITY

Position/Title: Budget Officer/Business Administrator
Location: Madison County Dept. of Job & Family Services
Beginning Hourly Pay Rate: \$25.40
Date Issued: 6/3/19
Application Deadline: 6/17/19

Instructions: Applicants interested in the above named position are to submit a resume and letter of interest to the Madison County Department of Job and Family Services, Personnel Office, 200 Midway Street, London, Ohio 43140 or e-mail to recruitment@co.madison.oh.us. Please be sure to specify skills and experience applicable to the position.

Responsibilities include:

Prepares monthly/quarterly/annual budget projections and track actual expenditures and receipts/reimbursements on internal spreadsheets and within the County Finance Information System. This includes maintaining expenditures, receipts, reconciling budget accounts, and balancing the budget. Position assists in preparing and submitting various reports. Completes billing and invoice approvals within prescribed deadlines. Responsible for specific funds assigned, monitoring balances, and reporting to Director. Responsible for auditing assigned files, accounts, records and reports. Responsible for other tasks such as procurement of goods, depositing funds and other related business service functions. Interact with elected officials, vendors and other members of the public. Must demonstrate the ability to manage diverse tasks and complex problem solving.

Minimum Qualifications:

Requires completion of undergraduate major core coursework in finance, accounting, business administration, or public administration. Also requires three years' experience in a position involving fiscal and budgeting responsibilities (or equivalent), and one year of supervisory experience. Must have 2 years clerical experience utilizing PC and advance function software for spreadsheets and database management. Ability to calculate fractions, percentages and decimals, and to read and write common vocabulary. Must pass criminal background check.

Other preferred qualifications:

Experience in Job & Family Services fiscal
Strong computer knowledge

Madison County is firmly committed to Equal Employment Opportunity (EEO) and prohibits employment discrimination for employees and applicants based on his or her age, race, color, pregnancy, gender, gender identity, sexual orientation, national origin, religion, marital status, citizenship, or because he or she is an individual with a disability, protected veteran or other status protected by federal, state, and local laws.