



CHAMPAIGN COUNTY

DEPARTMENT OF JOB & FAMILY SERVICES

Stacy Cox, MSW
Director

NOTICE OF JOB OPPORTUNITY

Fiscal/Operations Supervisor

The Champaign County Department of Job and Family Services is accepting resumes for the position of Fiscal/Operations Supervisor with the Administrative Team.

MINIMUM QUALIFICATIONS:

Completion of undergraduate major course work in accounting, finance, business administration or similar field. This position requires a minimum of two years of experience in fiscal or budgeting environment. Experience with multiple funded budgets and contract negotiations. Knowledge of Microsoft Office products a plus. Bachelor level degree in a related field and prior JFS fiscal experience including knowledge of CFIS, OAKS, RMS, and other DJFS financial systems preferred.

PAY RANGE: \$47,673.60 to \$68,182.40 (effective 1/2/2022) annually based on experience.

DUTIES:

Primary duties of this position will be to coordinate and monitor various statistical data, to compile reports, forms, charts, and tables related to all areas of the agency's fiscal activities. Monitor numerous allocations and appropriations to maximize agency funding as well as negotiating and monitoring agency contracts. This position will carry out various agency operational tasks and is responsible for the supervision of assigned staff.

FRINGE BENEFITS INCLUDE:

- Flexible work hours
- Employee and spouse health insurance paid at 80%
 - Employee paid dental and vision
 - Paid sick leave if leave available
- Paid vacation (after 1 year of service) or after accumulated if applicant has prior countable service
 - OPERS pickup
 - Deferred compensation plans available

Qualified applicants should visit <https://www.governmentjobs.com/careers/champaignjfs> and follow application instructions by January 7, 2022.

Angie Robeson - Human Resource Officer 2
Champaign County Department of Job and Family Services
1512 S. US Highway 68, Suite N100, Urbana, OH 43078
937-484-1500 ext. 2749

Champaign County is an Equal Opportunity Employer

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Champaigndjfs.org

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