



Stacy Cox, MSW
Director

CHAMPAIGN COUNTY

DEPARTMENT OF JOB & FAMILY SERVICES

NOTICE OF JOB OPPORTUNITY

Fiscal Specialist

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

MINIMUM QUALIFICATIONS:

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

PAY RANGE: \$38,792.00 to \$51,937.60 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 monitor agency contracts for accuracy of billing.

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. This position will remain open until filled.

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

Job Title:

Fiscal Specialist

Job Duties:

1. Oversee all fiscal operations of the agency and assure compliance with federal, state, and local guidelines
2. Attend monthly team meetings and serve as fiscal representative at meetings as needed
3. Assist with fiscal records retention
4. Monitor inventory of state computer equipment
5. Monitor travel requests for employees
6. Monitors all contracts
7. Oversee RMS system and serve as coordinator
8. Analyze and communicate changes within the RMS system quarterly to Leadership staff/Agency as needed.
9. Oversees quarterly full-time equivalence reports for state
10. Oversees monthly breakouts of personnel costs by cost pools for required reports
11. Assist with the PRC clothing program
12. Manage all Fiscal Functions
13. Manage Procurement Processes, Procedures and Policies
14. For all agencies (Public Assistance (PA), Public Children Services Agency (PCSA), Child Support Enforcement Agency (CSEA), Workforce Innovation and Opportunity Act (WIOA) and Comprehensive Case Management Employment Program (CCMEP):
 - a. Complete annual budget
 - b. Prepare requisitions
 - c. Review all payments and receipts
 - d. Complete monthly closings
 - e. Complete quarterly closings
 - f. Manage incentives (CSEA and Benefit Recovery)
 - g. Prepare Post Allocated Adjustments
 - h. Prepare Certification of Funds (COF)
 - i. Prepare and present financial reports for Commissioners
 - j. Prepare CFDA reports
 - k. Complete required draws
 - l. Complete required transfers
 - m. Monitor state and federal allocations and appropriations and ensure they balance with the local record
 - n. Code agency expenditures and assure appropriateness of costs from the various funds
 - o. Issue and balance all purchase orders
 - p. Produce projection reports
15. Cross-train and serve as backup to other administrative team operations
16. Provide advocacy for consumer rights
17. Other duties as assigned

Approved:

Date

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Signature on file

Stacy Cox, MSW

Director