

Morrow County Job and Family Services

619 West Marion Road, Mt. Gilead, Ohio 43338

419-947-9111



Morrow County Job and Family Services is seeking to fill a full-time Fiscal Officer. This is an exempt position.

MINIMUM QUALIFICATIONS:

Completion of undergraduate major core coursework in accounting, finance, financial management or like academic field that included at least three courses in accounting and one course in finance.

Or two courses or twelve months experience in accounting, two courses or twelve months experience in finance, one course or six months experience in business administration, one course or six months experience in written communication for business, one course or six months experience in public relations and one course or six months experience in typing, keyboarding or word processing to include generating a spreadsheet.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain required vehicle insurance limits.

CLASSIFICATION:

Fiscal Officer – Pay Range 12, starting at \$20.29 per hour (could be higher based on experience).

ESSENTIAL FUNCTIONS:

(65%) Manages fiscal control activities (e.g., monitors ceilings, projects expenditures, prepares budgets, etc.). Advises administration of budgetary and fiscal matters.

(10%) Prepares and analyzes monthly, quarterly and annual state required reports.

(10%) Supervises bookkeeping, accounting & clerical support personnel involved in fiscal operation activities and trains in same.

(10%) Monitor timecards and prepare payroll; monitors vacation, sick leave and comp time; process personnel paperwork.

(3%) Perform related clerical duties (e.g., typing correspondence, answering phone, positing, etc.) when necessary.

(2%) Attend necessary Agency related financial meetings and conferences.

FRINGE BENEFITS:

- Modified flex work hours
- Health, dental and vision insurance
- Paid sick leave (if leave available)
- Paid vacation (after one year of service)
- OPERS
- Deferred compensation plans available

Employee Perks:

- Available IT resources (iPhone)
- On site workout room

Application must accompany resume and can be found on our website (<https://jfs.morrowcountyohio.gov>).

Mail, fax or email completed application & resume to: Denise Sayre-Rogers 619 W. Marion Rd., Mt. Gilead, OH 43338.
Fax: 419-947-5447. Email: Denise.Sayre@jfs.ohio.gov.

Applications will be accepted until position is filled.

NOTE: Due to the volume of applications we receive, we are unable to take phone calls regarding this employment opportunity. Please be assured that your application and resume will be reviewed and we will contact you if we wish to set up an interview.