

Manager 2-Finance- Fiscal Supervisor (2369-12) 2 vacancies

Deadline to Apply:

November 18, 2020

Work Location:

Hamilton County Job and Family Services
222 East Central Parkway
Cincinnati, OH 45202

Work Hours:

80 Hours Bi-Weekly

Starting Salary:

\$27.91 per hour

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: [Inventory of Criminal Offenses Ruling Out Consideration for Hire](#). Convictions from this list may disqualify a candidate for employment with HCJFS.

Requirements (Education, Experience, Licensure, Certification):

- Bachelor's degree in business or public administration, finance, accounting or related area AND three (3) years experience in public or business administration OR two (2) experience as a Manager 1- Finance, 81415 OR
- Associates' degree AND five (5) years of experience.

POSITIONS SUPERVISED:

Budget Officers, Fiscal Analysts, and Accountants

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates can be developed after employment)

Knowledge of: Department policy and procedure*; government structure and process; budgeting; public accounting; bookkeeping; management; sections of the ORC and CFR that pertain to JFS grants.

Skill in: Full usage of Microsoft Office

Ability to: Analyze, compile and post large amounts of fiscal data into meaningful form; prepare complex financial reports; draw viable conclusions based on data; communicate effectively in oral and written form; interpret wide variety of technical material in manuals.

AGENCY-PREFERRED QUALIFICATIONS:

- 2 years of experience in government accounting

PHYSICAL and/or MENTAL REQUIREMENTS:

- None

HAZARDOUS and/or WORKING CONDITIONS:

- None

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI

Job Duties (Summary):

- Plans, manages, organizes, directs, and monitors Hamilton County Department of Job & Family Services Fiscal section activities. Develops and implements policies, procedures, and programs to meet the operational needs of the agency. Reviews, analyzes, and modifies financial systems to ensure best business practices. Implements the agency's financial systems, including bill payment and reimbursement ensuring programmatic, legislative, funding, and client need requirements. Ensures agency compliance to changing federal, state, county regulations to avoid audit exceptions. Prepares the JFS multi-funded annual budget which includes multiple programs and both State and Federal fiscal year allocations. Analyzes agency budget requests from all program and support areas in consideration of spending histories and projections, inflation, salary adjustments, and many other factors. Confers with agency leadership to discuss budgetary needs, possible budget increases and decreases, and departmental objectives. Prepares budget for review by Department of Job & Family Services Executive team.
- Supervises Fiscal Budget Officers, Fiscal Analysts, and Accountants. Assists the Comptroller to provide overall direction of the Department of Job & Family Services Financial systems and provides analyses, evaluation, and projections covering the current and projected financial status of the operations. Provides analyses and recommendations covering areas such as forecasts, operating and capital funding areas. Assures compliance with State and Federal laws and regulations to determine proper funding for all County programs. Establishes unit and agency fiscal and accounting procedures, monitors daily work activities, recommends personnel actions, conducts interviews for vacancies, recommends employee candidates, completes performance evaluations for subordinates, implements corrective actions, establishes goals and objectives, delineates performance standards and provides technical assistance and training for unit employees.
- Supervises Fiscal Budget Officers, Fiscal Analysts, and Accountants. Assists the Comptroller to provide overall direction of the Department of Job & Family Services Financial systems and provides analyses, evaluation, and projections covering the current and projected financial status of the operations. Provides analyses and recommendations covering areas such as forecasts, operating and capital funding areas. Assures compliance with State and Federal laws and regulations to determine proper funding for all County programs. Establishes unit and agency fiscal and accounting procedures, monitors daily work activities, recommends personnel actions, conducts interviews for vacancies, recommends employee candidates, completes performance evaluations for subordinates, implements corrective actions, establishes goals and objectives, delineates performance standards and provides technical assistance and training for unit employees.
- Analyzes financial statements to monitor spending. Directs accounting operations involved in the continuing review of expenditures to ensure conformance to budget guidelines and available funds. Confers with agency officials in

implementing approved budget, controlling expenditures, developing fiscal policy and procedures, dealing with fiscal problems, etc. Monitors State and Federal allocations, appropriations and cash fund balances and management.

Responsible for departmental auditing of the financial records, bookkeeping systems, accounting operations, and bill payment for all funds

- Attends conferences and training.
- Performs other related duties as assigned