

# KNOX COUNTY JOB & FAMILY SERVICES

## Job Posting CHIEF FISCAL & TECHNICAL OFFICER

**Date of Posting:** 12/27/2021

**Closing Date:** 1/18/2022

The Board of County Commissioners of Knox County is looking to fill one opening for the Job & Family Services Chief Fiscal and Technical Officer. Located in Mount Vernon, Ohio, Knox County Job and Family Services (KCJFS) is a quadruple combined agency providing child welfare services to residents of Knox County. The Children Services Unit provides services including abuse/neglect investigations, ongoing case management, and foster care and adoption services. Foster Care and Adoption services include licensing families for both foster care and adoptive placements.

**Duties:** Under the direction of the Job & Family Services Director, the primary purpose of the Chief Fiscal and Technical Officer classification is to assist the Director with defining departmental goals and objectives; develop policies and procedures; assist in the preparing department budget; supervise assigned staff in one or more major department sections or divisions.

**Qualifications:** Possession of a Bachelor's degree in business, accounting, or finance; seven (7) or more years of public budget, accounting, finance, or related experience; or any equivalent combination of training and experience. Must meet background check requirements and individual must possess a valid Ohio driver's license and be insurable under the County's motor vehicle insurance policy.

### **Application Information and Instructions:**

The application can be completed at <https://www.co.knox.oh.us> and select Employment Opportunities. Interested applicants should submit a completed application, resume, and letter of interest to [humanresources@co.knox.oh.us](mailto:humanresources@co.knox.oh.us) (on the letter of interest, please indicate salary expectations).

No individual will be considered as a candidate unless they submit their application within the application period. To be considered a valid application, all areas of the Employment Application shall be completed in its entirety as applicable. Information showing that you meet all the minimum qualifications must appear on the application to ensure consideration.

Knox County Job & Family Services is an Equal Employment Opportunity Employer. KCJFS does not discriminate on the basis of race, color, national origin, sex, religion, veteran's status, military status, ancestry, age, genetic information, or disability in employment or the provision of services.

Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available upon request.

To learn more about the position and to view the position description visit the website by clicking the link listed below.

**Website:** <https://www.co.knox.oh.us/>



**KNOX COUNTY JOB & FAMILY SERVICES**

AN EQUAL OPPORTUNITY EMPLOYER

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|-------------------------------|---|--------------------|---|
| <b>Position Title:</b>        | Chief Fiscal & Technical Officer  | <b>Department:</b> | JFS Fiscal Department   |
| <b>Position Type:</b>         | Full-time, 40 hours per week<br>(Non-bargaining unit)   | <b>Address:</b>    | 117 East High Street, 4 <sup>th</sup> Floor<br>Mount Vernon, OH 43050 |
| <b>Typical Work Schedule:</b> | 8:00 a.m. – 4:30 p.m.<br>Monday through Friday  | <b>Pay Range:</b>  | Pay Range 33, Step 1<br>\$23.89                                       |
| <b>Contact Information:</b>   | humanresources@co.knox.oh.us  | <b>FLSA:</b>       | Exempt, Classified  |
| <b>How to apply:</b>          | <a href="https://www.co.knox.oh.us/index.php/employment-opportunities">https://www.co.knox.oh.us/index.php/employment-opportunities</a> |                    |   |

**Objectives**

The primary purpose of the Fiscal Officer classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

**Job Standards**

**Minimum Qualifications:** Bachelor’s degree in business, accounting or finance with seven (7) years of public budget, accounting, finance, or related experience; or any equivalent combination of training and experience.

**Supervisory Responsibilities:** Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

**Additional Requirements:** Must meet background check requirements. Must possess a valid driver’s license and acceptable driving record.

**Job Description**

**ESSENTIAL JOB FUNCTIONS:**

- Direct and supervise agency fiscal operations including financial analysis, financial reporting, budgeting, appropriation and revenue control, appropriation accounting, cash management, cost accounting, general accounting, procurement, accounts payable, accounts receivable, payroll, random moment sampling, state and federal audits, vendor and sub recipient audits/monitoring reviews, asset management, and general financial assistance.
- Design accounting systems, financial tracking, financial reporting and procedures as needed.
- Develop and administer a uniform budget policy and program to accommodate multiple funding sources.
- Administer all budgets and develop financial plans and strategies of various appropriations, allocations, and grants.
- Analyze and interpret financial data, programs, and fiscal activities to ensure funds are not exceeded.
- Supervise collection of data and preparation of summaries of federal, state and county funds, appropriations, monthly transactions, disbursements, and expenditures.
- Analyze reconciliation of cash account and balances of each fund or special account.
- Prepare and submit financial reports to the State, Director and agency/county executives.
- Interpret federal, state and local legislation and regulation.
- Identify and submit problems to the Director for policy determination. Work with Director regarding pending or proposed legislation, program and fiscal policies and procedures.
- Supervise audits/monitoring reviews of vendors and sub recipients. Review monitoring reports and recommendations. Responsible for state and federal audit inquiries, data collection, and responses. Maintain operations to ensure compliance with fiscal policies and accounting principles.
- Responsible for recruitment, selection, assignment, orientation and training of staff. Responsible for handling routine personnel matters, interviews and recommendations of applicants for vacant positions. Complete performance evaluations, establish performance goals, and make assignments of personnel duties and responsibilities.
- Serves as technical point of contact and local security coordinator for the agency, supervises onboarding and offboarding employees/contractors on the State network and State systems, and maintains and enforces local and State technical policies.
- Supervises and supports staff who are responsible for computer technical services, including analysis and development of needed computer systems, maintenance of existing systems and coordination and implementation of new systems.
- Maintains liaison with state for technical assistance and needed upgrades of current and contracted systems. Provides miscellaneous computer technical assistance for both hardware and software issues. Writes customized programs to aid staff productivity. Coordinates services with vendors as appropriate.
- Serve as liaison on fiscal policies and programs with federal departments, state departments, local government and the private sector.
- Prepare and give presentations to agency staff and other interested parties. Represent the Agency on financial matters in the absence of Director.

- Maintain regular and predictable attendance.

**NON-ESSENTIAL JOB FUNCTIONS:**

- Performs related non-essential functions as needed.

**I. JOB REQUIREMENTS**

**Equipment:**

Ability to operate a variety of office equipment such as, but not limited to, various microcomputers and components, printers, scanners, digital cameras, video projectors, hubs, switches, and modems. Ability to competently utilize a wide variety of computer and networking tools, software, and hardware. Individual uses appropriate personal protective equipment when necessary. Ability to operate a motor vehicle safely.

**Critical Skills/Expertise:**

- Knowledge of budgeting; bookkeeping; accounting; management; work force planning; employee training and development; supervision; public relations; agency policy and procedures; government structure and process; law.
- Skill in word-processing; equipment operation.
- Ability to interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; use geometry and trigonometry; screen mail; originate routine business letters reflecting standard procedures; interview job applicants effectively; prepare meaningful, concise and accurate reports; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere.
- Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs.
- Ability to apply critical thinking skills, define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills.
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation.
- Thorough knowledge, adherence and aptitude to follow safety policies, procedures and practices; and
- Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.

**II. DIFFICULTY OF WORK**

Work involves highly complex, detailed administrative and financial data and information, working with a variety of tasks and people, requiring the application of many established rules, regulations, laws and procedures as applied to complex issues. Incumbent must be able to analyze a vast amount of data, while ensuring adherence to the Ohio Revised Code and professional standards and codes of conduct.

**III. RESPONSIBILITY**

This is a highly responsible, senior-level position with considerable independence requiring a significant amount of judgment and sensitivity to fiscal issues facing the Agency. Incumbent makes critical decisions daily without input from the Director. Errors in work are not always detected and may lead to state or federal sanctions or lawsuits. Individual must demonstrate multi-tasking and organizational skills. Individual must adhere to departmental rules and procedures regarding confidentiality due to the nature of information that is accessed.

**IV. PERSONAL WORK RELATIONSHIPS**

Incumbent has daily contact with co-workers in the department, public sector employees, the general public, elected and appointed officials. The purpose of these contacts is to provide information, services and assistance and to ensure compliance with policies, procedures, laws and regulations.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** Individual performs sedentary work that may require lifting up to fifteen (15) pounds occasionally. Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards



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**Physical Activity:** Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, manual dexterity, grasping, talking, and listening.

**Visual Activity:** Individual performs computer work for long periods of time, and work where the seeing job is close to the eyes.

**Job Location:** The minimum work conditions for the position indicate that the individual is exposed to both inside and outside. Individual is also exposed to noise.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

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|-----------|--|-------|--|
| Employee: |  | Date: |  |
|-----------|--|-------|--|

FLSA Status:

Civil Service Class:

Created/Rev: