



Stacy Cox, MSW  
Director

# CHAMPAIGN COUNTY

## DEPARTMENT OF JOB & FAMILY SERVICES

### NOTICE OF JOB OPPORTUNITY

#### **Fiscal Officer**

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

#### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in accounting, finance, or similar field or Associates Degree in accounting, finance, or similar field with a minimum of five years of JFS fiscal experience including knowledge of CFIS, OAKS, RMS, and other DJFS financial systems. This position requires a minimum of one year of experience in an accounting environment. Experience with multiple funded budgets and contract negotiations desired. Knowledge of Microsoft Office products a plus.

#### **DUTIES:**

Primary duties of this position will be to assist the Fiscal Administrator in the coordination and monitoring of various forms of statistical data, to compile reports, forms, charts, and tables related to all areas of the agency's fiscal activities. Share in the monitoring of numerous allocations and appropriations to maximize agency funding as well as procuring, negotiating, and monitoring agency contracts for accuracy of billing.

#### **SALARY/PAY RANGE:**

Commensurate with experience

#### **FRINGE BENEFITS INCLUDE:**

- Flexible work hours offered depending on agency needs
- Medical, dental, vision, and life insurance available
- Employee, spouse, and family health insurance paid at 80%
- Employee paid dental, vision, and life insurance
- Employee assistance program provided to employees and their households
- Wellness program for employees and spouses enrolled in a medical insurance plan
- Paid sick leave, if earned leave is available
- Paid vacation after 1 year of service or with 1 year of prior countable service
- Ohio Public Employees Retirement System (OPERS)
- Deferred compensation plans available

**Qualified applicants should submit their cover letter and resume, no later than July 29, 2022, to:**  
Human Resources

**[champ\\_careers@jfs.ohio.gov](mailto:champ_careers@jfs.ohio.gov)**

Champaign County Department of Job and Family Services  
1512 S. US Highway 68, Suite N100, Urbana, OH 43078  
937-484-1500 ext. 2747

**Champaign County is an Equal Opportunity Employer**

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