Morrow County Job and Family Services is seeking to fill a full-time Fiscal Specialist.

MINIMUM QUALIFICATIONS:
1. A Bachelor's degree in human services related studies, or
2. A Bachelor's degree in any field and have been employed for at least two years in a human services occupation,
3. An Associate's degree in human services related studies, or
4. Been employed for at least five years in a human services related occupation.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver’s license and maintain required vehicle insurance limits.

CLASSIFICATION:
Fiscal Specialist – Pay Range 8, starting at $15.54 per hour (could be higher based on experience).

ESSENTIAL FUNCTIONS FOR INTAKE:

(45%) Completes staff payroll, and vacation and sick leave reports. Maintains payroll records (time sheets and leave forms). Compiles data for completion of payroll reporting for staff. Maintains leave balances. Verifies accuracy of payroll stub amounts and leave balances and release to staff.

(32%) Posts disbursements, prepares requisitions, statements, vouchers and other forms on computer for payment of bills. Checks accuracy and validity of invoices, expense reports and billings for the agency. Work with Fiscal, Clerical Staff and other county departments relevant to cash receipt management including but not limited to preparation and/or pay in of cash with County Auditor and Treasurer. Work with budgetary disbursement of checks including verification and release.

(10%) Researches and analyzes financial and statistical material and information, develops and maintains in-house financial and statistical reports, and advises supervisor and director on financial conditions of agency; prepares and writes basic and advanced-level fiscal/financial reports, prepares weekly, monthly, quarterly and/or annual reports for the agency.

(7%) Monitors, evaluates and develops contracts; monitors procurement, and statistics. Researches and analyzes financial and statistical material and information, and advises supervisor and director related to agency contracts.

(4%) Attends required meetings and completes other duties as assigned by supervisor.

(2%) Types and conducts correspondence related to accounts maintained & answers phone inquiries.
FRINGE BENEFITS:
- 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:
- On site workout room

Application must accompany resume and may be found on our website (www.jfs.morrowcountyohio.gov).

Mail, fax or email completed application & resume to: Denise Sayre-Rogers 619 W. Marion Rd., Mt. Gilead, OH 43338.
Fax: 419-947-1076. 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.