

Preble County Job and Family Services
1500 Park Ave
Eaton, Ohio 45320
937-456-6205

POSITION POSTING - JOB AND FAMILY SERVICES
ADMINISTRATIVE DIVISION

POSITION: FISCAL SPECIALIST

RANGE: PAY RANGE 7 \$15.89 – \$21.74

DEADLINE FOR APPLICANTS: 03/06/2020

DUTIES OF POSITION:

Responsible for accounts payable/receipts for public assistance, children services, child support and workforce division for payment of agency bills. Encumbers funds against named accounts. Responsible for monitoring expenditures to stay within budget and compliancy with rules/regulations. Makes necessary transfers between accounts to ensure all bills are paid according to County, State and Federal policies. Prepares summaries to County Auditor for payment of bills. Performs necessary functions within the state and local computer programs to ensure systems are balanced and accurate. Monitors contracts for compliance as it relates to expenditure patterns and notifies Supervisor of any discrepancies.

Compiles data for agency bi-weekly payroll for any of the four divisions. Updates employee records with raises, step dates etc. Verifies accuracy of all components of the payroll tracking systems. Maintains agency database on employees as it relates to their position, title, pay rate, sick and vacation records etc. Handles inquires from employees and outside agencies regarding employee information.

Prepares numerous financial reports for public assistance and workforce division. Assigns required coding to all billings according to state/county structures that are in place. Assists Supervisor with policies/procedures in ensuring agency is in compliance with all areas of fiscal, personnel etc.

The department is responsible for HR duties, some IT duties, safety and security concerns, ordering supplies, ensuring proper building and equipment maintenance needs are met, etc.

MINIMUM QUALIFICATIONS:

Completion of undergraduate major core coursework in accounting or finance or similar field of study

Or three courses or eighteen months experience in accounting, two courses or twelve months experience in finance, one course or six months experience in written communication for business, and one course or six months experience in typing, keyboarding or word processing that included generating a spreadsheet.

Or education, training and/or experience in an amount equal to the minimum qualifications stated above.

Application for employment can be retrieved from www.prebco.org or from Job and Family Services or the County Commission office. Return the application to Rebecah Sorrell, 1500 Park Ave. Eaton Ohio 45320 by the deadline.