



BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

Commissioners@co.warren.oh.us

WARREN COUNTY JOB AND FAMILY SERVICES

POSITION AVAILABLE:

FISCAL COORDINATOR WITHIN WARREN COUNTY OHIO MEANS JOBS

SUMMARY OF DUTIES:

Performs various fiscal functions; processes various financial transactions and maintains records; prepares financial reports; works in cooperation with the Director or designee to ensure proper procurement procedures are followed; prepares data for state and local reports; acts as Alternate EEO Officer for WIOA program; researches and gathers data and prepares reports; may maintain personnel files and records; composes and types correspondence, reports tables, etc.; performs other related duties as required.

QUALIFICATIONS:

Completion of secondary education with emphasis in business or public administration and two (2) years experience in a related field, or training and/or work experience which evidences an advanced knowledge of bookkeeping and accounts payable procedures.

WAGES:

FISCAL COORDINATOR \$16.52-18.52/HOUR(365 DAYS) CLASSIFIED

SCHEDULED HOURS: 40 HOURS PER WEEK

VISIT: WWW.CO.WARREN.OH.US TO APPLY ONLINE AND FOR A FULL JOB DESCRIPTION

CONTACT SUSAN SPENCER, HR MANAGER WITH ANY QUESTIONS AT 513-695-1747 OR
SUSAN.SPENCER@CO.WARREN.OH.US

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING MAY 30, 2019.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER