Job Opportunity #1035
Please Post on November 11, 2019 until Filled

Position: Fiscal & Budget Officer
Department: Department on Aging
Pay Grade: 11
Compensation: $20.74/Hr. Full Benefits Package

Definition: Under general direction of Department Director, coordinates, monitors, evaluates and performs a variety of fiscal management and control activities (e.g. balancing accounts, performing payroll activities, monitoring contracts and agreements and implementing accounting, auditing and program control procedures); Assists Director in budgetary process; Prepares and maintains various financial/fiscal records and reports; Develops and reviews critical components of grant applications and management Performs various fiscal or non-fiscal related miscellaneous tasks; Works on matters requiring confidentiality and discretion; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

60-70% Coordinates, monitors and performs a variety of fiscal management and control activities; Balances and maintains cash, allocations and appropriation of accounts (e.g., authorizes purchases, expenditures and payments, monitors accounts payable and invoices); Prepares and monitors agreements and contracts; Assists in preparing and monitoring compliance with grants; Prepares budget narratives for federal grants.; Establishes and implements accounting, auditing and program control procedures; Monitors receipts and expenditures; Tracks and records all Agency revenue and expenses; Maintains financial ledgers; Prepares and processes accounts payable, accounts receivable and encumbrances; Sets up vendors; Prepares and processes pay-ins and submits to Treasury; Completes forms (e.g., invoices, vouchers, ); Prepares and reconciles financial reports; Recommends and prepares basic appropriation adjustments; Completes year end reporting process and prepares for the following year; Manages fiscal document retention and disposal.

20-25% Monitors operating budgets to analyze trends affecting budget needs and prepares related reports; Analyzes monthly departmental financial reports to maintain program expenditure controls; Prepares and maintains the various financial/fiscal reports (e.g., monthly, quarterly and yearly fiscal and statistical reports and statements); Maintains information on agency computer systems; Prepares financial statements and progress reports; Prepares fiscal analyses and cost forecasts; Assists and advises Director and Leadership Staff on fiscal and budgetary matters and duties.
Maintains office equipment and instructs others in the operation and maintenance of same; Procures goods and services for department; Maintains inventory of supplies and equipment; Answers routine questions/inquiries regarding fiscal control activities; Performs various fiscal or non-fiscal related miscellaneous tasks (e.g., represents agency or division at meetings with county agency representatives); Disseminates budgetary information to appropriate parties; Performs general clerical duties; Performs related duties are required.

Knowledge, Skills and Abilities:

Knowledge of (1) accounting principles and practices, (2) public accounting, (3) office practice and procedures, (4) budget preparation procedures; (5) departmental rules and regulations*, (6) procedures for purchases, expenditures and payments;

Skill in (7) the use of modern computer software programs; (8) operation of office equipment; (9) typing, (10) verbal and written communication, (11) use of calculator;

Ability to (12) define problems, collect data, establish facts and draw valid conclusions regarding fiscal management activities, (13) deal effectively with the general public, clients, supervisors, coworkers and volunteers; (14) resolve complaints (15) communicate orally and in writing with others; (16) clearly explain procedures to others; (17) read, copy and record figures; (12) add, subtract, multiply, divide, calculate fractions, decimals and percentages; (18) prepare meaningful, concise and accurate reports; (19) perform a variety of budgeting functions; (20) interpret and ensure compliance with applicable regulations, policies and rules.

Suggested Training and Experience Requirements:

Associates degree in accounting or a related field with two years of experience in budgeting and accounting, and proficiency in Microsoft Word, Excel and QuickBooks; Or any combination of education, training and experience that provides the requisite knowledge, skills and abilities of the job.

Additional Requirements:
Must pass (test negative) pre-employment drug test.
May work flexible hours based in needs of agency.
Must pass criminal background checks and remain qualified.
Must possess valid Ohio driver’s license and acceptable driving record.
Must be certified in First Aid and CPR, issued by an authorized agency.
May drive personal vehicle for county business.
Performs work which is primarily sedentary.
Is subject to inside environmental conditions.
Require vision (which may be corrected) to read small print.

Submit a resume and Application for Employment to the Geauga County Commissioners’ Office, HR Administrator #1035 470 Center Street, Building #4, Chardon OH Attn: HR Administrator #1035 Details and application form at www.co.geauga.oh.us.