



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: FISCAL COORDINATOR
DEPARTMENT: OHIOMEANSJOBS
PROBATIONARY RATE: \$16.20/HOUR (365-DAYS)
PAY RANGE: #15
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING JUNE 6, 2018.

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:

WCCOMMAPP@CO.WARREN.OH.US

PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. JUNE 13, 2018.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Fiscal Coordinator
Class Title:

Incumbent:

Department: OhioMeansJobs
Reports To: Director
Pay Range: 15
Probation: 365 Days
Work Hours: 8AM to 5PM

FLSA Status:
Civil Service Status:
Employment Status:
Lunch:

Non-Exempt
Unclassified
Full Time
Unpaid

JOB RESPONSIBILITIES: Under general direction, performs various fiscal functions; processes various financial transactions and maintains records thereof; prepares financial reports; works in cooperation with the One-Stop 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: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

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.

ESSENTIAL FUNCTIONS:

- 1. Under general direction, performs various fiscal functions; processes various fiscal financial transactions and maintains records thereof; coordinates and monitors fiscal control and management activities(e.g., accounts payable, payroll, accounts receivable, inventory management, grant management, etc.).**
- 2. Prepares and inputs information for month-end financial reports; posts all entries to the proper cost categories according to generally accepted accounting principles; manages the cash flow of the agency and reconciles the cash balance with Auditor's financial records.**
- 3. Compiles information for state fiscal reports.**
- 4. Prepares and processes cash flow forecasting and/or cash advances in the state reporting system; prepares pay-ins.**

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5. **Works in cooperation with One-Stop Director or designee to ensure proper procurement procedures are followed; may assist in the preparation of bid packages.**
6. **Prepares and reviews the month end grant expense reports for all programs as required by Ohio Department of Job and Family Services; inputs fiscal data to the state reporting system.**
7. **Prepares and monitors required county budgets; requests allocation adjustments as necessary.**
8. **Prepares payroll for staff employees and/or participants and maintains staff personnel leave records (e.g., sick leave, vacation leave, compensatory leave and personal time) ; complete employee master maintenance forms.**
9. **Monitors requests for payment from service providers and vendors and prepares necessary forms for processing of payment; prepares necessary vouchers for support payments to customers.**
10. **Monitors purchase orders.**
11. **Maintains inventory of One-Stop equipment and furniture and provides information to county auditor's office to update assets list with information on new major purchases.**
12. **Monitors AS 400 accounting program for agency.**
13. **Prints and distributes the random moment sampling time study forms; inputs random moment sampling into state system.**
14. **Works in cooperation with the One-Stop Director , DHS Fiscal Director, and BCW fiscal team to prepare for audits and monitoring; works in cooperation with One-Stop Director and DHS Fiscal Director to assist monitors and auditors; gathers and/or compiles audit information, as requested by ODJFS Department of Audit, the agency Director, State of Ohio audit staff, Warren County Auditor's staff and other appropriate agencies/departments.**
15. **Performs eligibility determination of applicants and reviews client files for accuracy and completeness.**

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16. **Inputs client information to the state customer tracking database (OWCMS); assists in monitoring data for performance standards; assists in performing quality control on customer data performance information.**
17. **Acts as Alternate EEO officer.**
18. **Assists Director and/or designee in preparation and processing of contracts and contract modifications; assists in preparation of procurement processes and documents, as requested.**
19. **Demonstrates regular and predictable attendance.**
20. **Follows safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**
21. **Performs other duties as assigned.**

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the supervisor

KNOWLEDGE, SKILLS AND ABILITIES: (indicates developed after employment)

Knowledge of : WIOA and One-Stop program services*, operational procedures and practices*, agency policies and procedures*, AS400 system*; state reporting system* , general accounting and bookkeeping principles; spreadsheet software; Warren County procedures for payroll and expense tracking systems*; general knowledge of ODJFS and WCDHS programs and activities*; EEO/AA regulations and guidelines.

Ability to: Perform routine bookkeeping and accounting as well as accounting tasks specific to Ohio Department of Job and Family Services fiscal reporting requirements*; coordinate with fiscal staff at Warren County Department of Human Services; develop and maintain effective working relationships with supervision, associates, training contractors and participants; identify problem areas and recommend corrective measures; apply and interpret WIA law and procedures; operate a motor vehicle, maintain time schedules and performance standards; prepare and maintain accurate documents; disseminate and enforce state and federal wage, labor and EEO laws.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Manual.

(Employee's Signature)

(Date)

**Date Adopted:
Date Revised:
posdes.220**