

Seneca County Job & Family Services

Position Description

An Equal Opportunity Employer

Employee Name: Vacant
PCN: 50050.0
Unit: Business Technology
Report to: Business Administrator
Normal Hours: Flexible
EEO Status:

Position Title: Fiscal Officer
Class Title: Fiscal Officer
Employment Status: Full-time
FLSA Status Pay: Non-exempt
Civil Service Status: Classified
DOT: 216-382-022

General Description

Performs, directs, coordinates, monitors and manages fiscal. Also prepares, maintains and oversees the preparation of financial reports. May supervise other fiscal personnel, if assigned.

Education

High School Diploma or GED.

Experience

- Completion of undergraduate major in accounting or finance or
- Three courses in accounting and one course in finance or
- Twelve months or two courses in accounting and finance accounting, six months or one course in written communication for business and in word processing that includes spreadsheets

Equipment Operated

- Computer
- Scanner
- Various software systems/programs
- Fax
- Telephone
- Copier
- Calculator
- Switch Board
- Vehicles (must have valid Ohio driver's license)

Inherently Hazardous or Physically Demanding Working Conditions

None

Essential Functions

- Assists with control duties
- Authorize expenditures and payments
- Monitors allocations and appropriations
- Design and update fiscal accounting procedures
- Coordinate financial reporting controls
- Ensure compliance with local, state and federal rules/laws
- Assist with budget preparation
- Assists with non-routine administrative tasks
- Completes special projects
- Backs up all aspects of agency contracts
- Prepare and compile fiscal stats including budgetary and monthly reports
- Prepares, distributes, collects and monitors random moment samples
- Coordinates and communicates fiscal and clerical information between divisions
- Assist with confidential information and reports
- Collaborates with the Business Administrator so Business Administrator can inform the Director of fiscal and budgetary matters of the agency
- Assists with consumer or public complaints
- Orders and inventories supplies and equipment
- Maintains case files
- Attends conferences workshops and trainings to obtain or maintain knowledge of current regulations
- Regular and predictable attendance

Other Duties and Responsibilities

Performs other related duties as assigned.

Characteristics

Knowledge of:

- Policy and procedures
- Bookkeeping
- Purchase practices
- Fiscal management
- Bid/voucher preparation
- Audit procedures and techniques
- Budgetary and fiscal management and functions
- Local, state and federal laws and regulations on contract development and fiscal accounting
- Grant proposals
- Fiscal reports
- Computer program operations
- Budget formation and forecasts

Skills in:

- Organization
- Communication
- Writing
- Typing/word processing

Ability to:

- Collects data
- Develops budgets and fiscal policies and procedures
- Performs accounting and budgeting operations
- Monitors allocations and appropriations
- Analyzes, reviews, processes and accounts for agency expenditures and receipts
- Implements financial plans
- Prepares and monitors contracts and/or agreements
- Designs fiscal accounting procedures
- Monitors accounts payable and receivable
- Reads, copies and records figures
- Gathers, collates and summarizes data
- Maintains confidentiality
- Maintains accurate records
- Maintains effective working relationships with supervisors and co-workers

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

Signature of Appointing Authority

Date

Signature of Employee

Date

