



Perry County Job and Family Services

EXTERNAL POSTING Fiscal Officer

Classification: Fiscal Officer
Department: Administration
Pay Range: 28
PCN: 10531

Usual Working title: Fiscal Officer
Normal working hours: 8am – 4:30pm
Starting Rate: \$20.90
Posted: September 7, 2022

Applications are available online at [Human Resources - Perry County Job and Family Services \(perryjfs.org\)](http://HumanResources-PerryCountyJobandFamilyServices(perryjfs.org))

Submit completed Application, Resume, and 3 Professional References,
via email: PerryHR@jfs.ohio.gov

RESPONSIBILITIES:

- Performs, coordinates, monitors and manages a variety of confidential fiscal management and control duties
- Reconciliation between agency expenditure reports each month and resolves any discrepancies
- Assist with maintaining county accounts for agency departments (Public Assistance, Social Services, CSEA, WIA Area 14, FCFC and Transit)
- Transfers funds to and from appropriated agency accounts and between accounts
- Prepares the state required monthly and quarterly financial reports
- Prepares distribution of monthly advance from state's OAKS system
- Designates specific account numbers and division units
- Prepares monthly analysis of county receipts and expenditures by current month and total to date, indicating total amount encumbered, total amount spent, and total remaining for expenditure based on annual county budget and approved appropriations.
- Indicates total percentage of appropriation spent to date
- Determines whether purchase orders remain open at County year end
- Balances assigned accounts at year end with county auditor
- Prepares purchase orders
- Determines correct state and county account codes for receipts and expenditures
- Prepares vouchers and invoices for payment by county auditor and receipts for deposit by county treasurer.
- Prepares and completes transfers for Area 14 subs when requested



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- Posts receipts and disbursements into agency accounting systems (CFIS, QB, etc.)
- Ensures operation compliance with applicable agency, state and/or federal regulations
- Assists with various projects of the Admin/Fiscal Unit, under the direction of the County JFS Director and/or Assistant Director as needed
- Assists with small purchases
- Random Moment Sample – RMS Coordinator
- Contract preparation and monitoring
- Collects money and accesses safe
- Inventory tracking and updating
- Assists with Audits/Reviews when requested
- Filing
- Prepares agency payroll
- Tracks agency leave balances
- Acts as agency TPOC for systems, programs and equipment
- Proficient in Microsoft Office (Excel, Word, Access, PowerPoint, Publisher), Quick-books and/or other programs
- Attends meetings, conferences, and training as necessary. Performs other duties and/or special projects as assigned
- Other duties as assigned

MINIMUM CIVIL SERVICE QUALIFICATIONS:

- Completion of undergraduate major core coursework in accounting, finance, financial management or like academic field that included at least three courses in accounting and one course in finance.
- **Or** two courses or twelve months experience in accounting, two courses or twelve months experience in finance, one course or six months experience in business administration, one course or six months experience in written communication for business, one course or six months experience in public relations, and one course or six months experience in typing, keyboarding or word processing to include generating a spreadsheet.
- **Or** education, training and/or experience in an amount equal to the Minimum Qualifications stated above.