

AUGLAIZE COUNTY

An Equal Opportunity Employer

Position Description

Page 1 of 3

Agency:	Board of Commissioners	Employee Name:	Vacant
Class Title:	Fiscal Officer	Position Title:	Fiscal Officer
Class Number:	70181	Position Number:	10100.0
Dept/Div:	Job and Family Services	Civil Service Status:	Classified
Unit:	Business Unit	Employment Status:	Full-time
Reports To:	Business Administrator	FLSA Status:	Non-Exempt
EEO Status:	06 – Administrative Support	DOT/O*Net Code:	195.117-010/11-9151.00
		Normal Work Hours:	Weekdays 8 a.m. – 4:30 p.m.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) plus two (2) years of experience in a position involving fiscal or budgeting responsibilities and human resources duties; completion of undergraduate major core coursework in finance, accounting, business administration, public administration or human resources plus three (3) years of experience in a position involving fiscal or budgeting responsibilities and human resources duties is preferred; or equivalent combination of training, education, or experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position. Must have excellent verbal and written communication skills. Must be versed in Microsoft Excel. Must be able to read, write, speak, and understand the English language.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copier, phone, fax machine, and other standard/modern office equipment; scanner; motor vehicle; computer software (e.g., Microsoft Outlook, Word, Excel, and Outlook, fiscal programs, SACWIS, CFIS, CFIS Ledger and Software Solutions, and other applicable computer software).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends stairs; exerts up to 10 pounds of force occasionally, and/or a negligible amount to lift, carry, push, pull, or otherwise move objects; is regularly required to stand, walk, and sit. Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work. In cases of emergency, unpredictable situations, and/or department needs, required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.

AUGLAIZE COUNTY

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Page 2 of 3

Employee Name: Vacant

Position Title: Fiscal Officer

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101:

- 50% (1) Coordinates, monitors and assists with a wide variety of fiscal management and control activities (e.g., monitors, reviews, and processes invoices and receipts; balances accounts; monitors contracts and agreements, and implements accounting procedures; prepares and submits billings for state and federal reimbursement programs; prepares fiscal projections for agency; prepares monthly financial statements and submits to ODJFS through CFIS on a monthly basis; monitors bookkeeping operations for all purchases and receipts, etc.). Serves as agency State and County TPOC.
- 20% (2) Gathers information to make claims for IV-E foster care maintenance and adoption assistance payments; Monitors Social Services IV-E contracts, supportive contracts, and reimbursement contracts; creates new RMS quarter in CFIS; serves as back up for entry of IM-RMS, SS-RMS, CSEA-RMS, and WIOA-RMS.
- 15% (3) Prepares and maintains financial records and reports (e.g., quarterly claim reports to federal and state agencies for program expenditures and collections; with apportioned administrative expenses to allocations, etc.).
- 10% (4) Performs various clerical or administrative tasks (e.g., writes and monitors personal service and/or agency contracts through direct contact with established vendors; prepares documents and reports in their final copy; independently composes answers to correspondence which includes providing non-legal interpretation of policies and procedures as it would apply to given situations; prepares correspondence, minutes of meetings, tables, graphs, and/or charts from rough written copy and/or oral instructions; proofs and makes corrections; assists in grant writing projects; tracks special grants when received; returns telephone calls, e-mails, and other communication in a timely manner, adhering to agency policy and timeframes; acts as liaison with other staff members and work units, the general public, vendors, community groups, and other agencies, etc.).
- (5) Attends required meetings and training and may serve on committees as needed.
- (6) Maintains required licensures, certification, and continuing education requirements, if any.
- (7) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (1) Performs other job duties as assigned.

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Page 3 of 3

Employee Name: Vacant

Position Title: Fiscal Officer

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *Federal, state and local laws/rules pertaining to the Department of Job and Family Services; interviewing practices; training and development practices; * Statewide Automated Child Welfare Information System (SACWIS); *county, department, and division goals and objectives; *county, department, and division policies and procedures; financial matters and the funding rules and regulations pertaining to the agency; human resources rules and regulations; payroll; workplace safety; office practices and procedures.

Skill in: use of modern office equipment; data entry; fiscal monitoring; customer service; active listening (giving full attention to what other people are saying and taking time to understand the points being made); critical thinking (using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to them); judgement and decision making (considering the relative costs and benefits of potential actions to choose the most appropriate one).

Ability to: carry out instructions in written, oral, picture or schedule form; deal with problems involving several variables within a familiar context; recognize unusual or threatening conditions and take appropriate action; prepare accurate documentation; maintain records according to established procedures; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; exercise independent judgment and discretion; compile and prepare reports; gather, collate, and classify information; travel to and gain access to work site; develop and maintain effective working relationships with internal and external stakeholders; perform job safely.

POSITIONS DIRECTLY SUPERVISED: None.

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 both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.



(Approval of Appointing Authority)

10/25/2021

(Date)

(Employee Signature)

(Date)