

**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 records and 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.

5-10% 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 as 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, co-workers 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](http://www.co.geauga.oh.us).