

*Job Opportunity #2204  
Posted Friday, August 30, 2019 until filled*

*Position:*                   **Budget Officer II**  
*Department:*            Geauga County Transit, 12555 Merritt Rd., Chardon, OH  
*Pay Code:*                2204  
*Compensation:*         \$19.48/hr.     Full Benefits Package

*Definition:*     Under general supervision performs day-to-day financial obligations of department; Provides assistance and support in administrative and fiscal matters including budget preparation; Provides clerical support in human resource and employee benefits; Develops and reviews critical components of grant applications and management; Prepares 4-year Capital Plan; Works on matters requiring confidentiality and discretion; Assists in supervision of dispatch team; Performs related duties as required.

*Typical Examples of Duties & Percentage of Time:*

- 40-45%         Monitors receipts and expenditures; Maintains financial ledgers; Prepares and processes accounts payable, accounts receivable and encumbrances; Prepares 4-year Capital Plan; Prepares and reconciles financial reports; Recommends and prepares basic appropriation adjustments; Completes year end reporting process and prepares for the following year; Manages document retention and disposal; Prepares and processes pay-ins and submits to Treasury.
  
- 20-30%         Assists with supervision of dispatch team; Secures knowledge of dispatch system and its reporting capabilities and report access; Performs training and knowledge reinforcement as needed; Performs dispatch fill-in duties as needed.
  
- 20-25%         Performs payroll activities (e.g., maintain payroll, employee leave records); Verifies departmental appropriations and cash balances to ensure sufficient amount for payroll processing; Assists in preparation of annual ODOT budget; Assists in preparing and monitoring compliance with grants; Prepares budget narratives for federal grants.
  
- 5-10%          Procures goods and services for department; Orders and maintains inventory of office supplies and equipment.
  
- 5-10%          Maintains information on agency computer systems; Maintains office equipment and instructs others in the operation and maintenance of same; Answers routine questions/inquiries regarding fiscal control activities; Performs general clerical duties; Performs related duties as required.

*Knowledge, Skills and Abilities:*

Knowledge of (1) accounting principles and practices; (3) office practices and procedures; (4) payroll functions; (5) departmental rules and regulations\*

Skill in (6) the use of modern computer software programs; (7) operation of office equipment;

Ability to (8) deal effectively with employees, supervising employees, co-workers and the general public; (9) communicate orally and in writing with others; (10) clearly explain procedures to others; (11) read, copy and record figures; (12) add, subtract, multiply, divide, calculate fractions, decimals and percentages; (13) gather, collate and summarize data; (14) maintain accurate reports; (15) perform a variety of budgeting functions.

*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 pre-employment drug test.

May work flexible schedule based on needs of 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, cover letter and ***Application for Employment*** to the Geauga County Commissioners Attention: HR Administrator#2204 470 Center Street Bldg. #4, Chardon, OH 44024. Details and application form at [www.co.geauga.oh.us](http://www.co.geauga.oh.us).