

POSITION DESCRIPTION

JOB TITLE: Fiscal Officer

General Purpose: This is a non-bargaining unit position which oversees and coordinates related budgeting and fiscal activities; performs responsible administrative work in planning, controlling, organizing and coordinating the functions of accounting, auditing and purchasing, process payment of all bills for materials, equipment and supplies; prepare various financial statements and reports. Maintain a central accounting and purchasing system. Works with other department heads in assembling the various budgets. Provides the county engineer with timely and informative financial reports and statements.

Supervision Received: The Fiscal Officer works under administrative direction.

Supervision Exercised: Supervises and trains fiscal assistant and/or summer helper.

Essential Duties and Responsibilities:

- Computes the county engineer's budget and maintains a system of control to ensure that expenditures do not exceed appropriations;
- Prepares budget for final submission to county commissioners and/or county auditor;
- Prepares various financial statements and reports. In accounts payable; responsible for all expenditures from AR and GT funds, keep up to date and monthly reports; vouchers - cross checking and filing; filing invoices; maintaining vendor numbers and keep ledgers for same; bills to townships, villages or cities for all services rendered by the department; transfer of monies. In accounts receivable: responsible for State Examiner statements, invoices, and payments made; assure pay-ins paid into proper account, cross check pay-ins with auditor and data records;
- Coordinate and organize purchase orders and billing system.

Desired Minimum Qualifications:

- Current valid Ohio drivers' license;
- Excellent past employment references;
- High school diploma or equivalent;

- Completion of post secondary education with major course work in accounting, finance, business administration or other related field and/or comparable work experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge in accounting, budgeting, billing and financial procedures;
- Knowledge of government structure;
- Ability to understand accounting and budgeting principles, use statistical analysis and proper research methods in gathering data;
- Ability to establish a friendly and efficient work atmosphere as a supervisor of a work unit;
- Ability to prepare meaningful, concise and accurate reports;
- Knowledge of computer and related software and the ability to apply this knowledge to complete the assigned work.

Tools and Equipment Used: Use of telephone, pager system, typewriter, calculator/adding machine, computer and related software, facsimile, copy machine and other common office equipment.

Physical Demands: Manual dexterity is required to use various office equipment.

Work Environment: This job is performed in a modern office environment.

Salary: Based upon qualifications.

NOTE:

The duties listed are intended only as illustrations of the various types of work that may be performed.

The omission of “specific statements” of duties does not exclude them from the position if the work is similar, or related or a logical assignment to the position.

