

CLASSIFICATION SPECIFICATION: Fiscal Services Administrator

JOB RESPONSIBILITIES:

Under direction of the Auditor, supervises budgetary/payroll staff; responsible for all fund revenue and expenditures on financial system, assists in preparation of financial reports, assists with budgetary forms for County, assists with regular processing and stands in as backup payroll, compiles reports to State and Federal Agencies, performs other related duties as required. Administers licensing of dogs. This position is Unclassified.

QUALIFICATIONS:

Bachelor's Degree with emphasis on Accounting. An example of an acceptable qualification for this position is:

Completion of post-secondary education with emphasis in accounting field; plus two years' experience in accounting work; ability to maintain accurate fund records; or equivalent combination of training and/or experience. Must be able to meet bonding requirements of the State of Ohio.

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
40	(1) Monitors and controls all County agencies and office expenditures; insures expenditure compliance with laws and regulations of the State and County; institutes corrective action to be taken to bring non-compliance procedures into compliance (e.g., budget analysis, expenditure analysis, cost ratio, fund use studies, etc.); assists various government subdivisions in budget preparation and budget problem-solving (e.g., other government agencies, departments, officials, townships, school districts, etc.); assists in resolving the most difficult financial problems occurring in the County.	(1) Knowledge of (a) accounting (State Fund)*, (b) office practices and procedures*, (c) Ohio Revised Code (Auditor's office section)*, (d) government structure and processes,; ability to (e) define problems, collect data, establish facts and draw valid conclusions, (f) deal with many variables and determine specific actions, (g) communicate effectively both oral and written, (h) resolve complaints or problems for citizens and government officials, (i) budgeting, (j) data processing techniques and procedures; skills in (k) calculator; ability to (l) use statistical analysis, (m) prepare meaningful, concise and accurate reports and spreadsheets.
40	(2) Assists payroll and accounts payable deputies with duties and acts as backup payroll person during absences or busy times.	(2) Knowledge of (a)*, (b)*, (c)*, (d)*, (n) Federal and State Laws and Regulations*; skills in (k); ability to (e), (f), (l), and (m).

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
10	(3) Prepares or assists with financial reports (e.g., GAAP, State and Federal Reports, Various Tax Settlements, Budgetary, Worker's Compensation, etc.); ensures all reports are balanced.	(3) Knowledge of (a)*, (b)*, (c)*, (n) Federal and State Laws and Regulations*; skills in (k); ability to (e), (f), (l), (m) and (o) use proper research methods in obtaining data.
10	(4) Plans, develops, and implements special projects as assigned by the Auditor of the County (e.g., system implementation, cost studies, fund studies, appropriation analysis, budget flows, cash flows, spreadsheets, etc.)	(4) Knowledge of (a)*, (b)*, (c)*, (d)*, (i), (j); skills in (k); ability to (e), (f), (l), (m),
		*Developed after employment