



## POSITION AVAILABLE:

### JFS Budget and Finance Administrator

**POSTING DATE:** Friday, December 16, 2022  
**DEADLINE TO APPLY:** Open until filled  
**DEPARTMENT:** Job & Family Services / Fiscal  
**LOCATION:** Ravenna, OH  
**WORKING HOURS:** 8:00 a.m. to 4:30 p.m. Monday-Friday  
**SALARY:** \$34.46 / hour  
**FLSA STATUS:** Classified, Non-exempt

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#### **JOB OBJECTIVES:**

Under the direction of the JFS Director, incumbent plans and administers all fiscal programs for the department; manages a variety of fiscal duties such as monitoring allocations and appropriations, preparing monthly contracts and participating in budget formulation; provides oversight over payroll, travel, purchasing, mailroom, custodial and Information Technology (IT). Prepares various fiscal reports, records, and analyses; advises administrative personnel and other agency officials on departmental fiscal and budgetary matters, and ensures compliance with federal, state, and county regulations. Incumbent reports to and interacts with Ohio Department Job & Family Services County fiscal personnel.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in public finance, accounting, finance, financial management or related field required, and a minimum of two (2) years of administrative/management experience with responsibility for managing the fiscal operations of an organization. CPA preferred. Must possess a valid Ohio driver's license.

#### **EXAMPLE OF DUTIES:**

Plan and administer all fiscal programs for the department including establishing and maintaining necessary accounting, purchasing and inventory systems; design and update fiscal accounting procedures; monitor and reconcile funds for each agency function. Prepare budgets and cash forecasts; prepare projections and allocation requests for upcoming year with assistance from Auditor's Office and Commissioners' budget staff and signs off on low level budget decisions. Ensure that all allocations, appropriations, and cash balances are expended in accordance with federal, state and county guidelines; authorize purchases, expenditures, and payments; ensure that agency bills are paid correctly and on time; apply to the state for reimbursement of expenses. Oversee the receipt and disbursement of funds, the preparation of vouchers for authorized expenditures, and the preparation of all fiscal reports and record keeping systems; monitor accounts payable and receivable; monitor and process all state and federal allocations and cash flow; reconcile state accounting records with County accounting records. Serve as Random Moment Sampling (RMS) Coordinator; oversee RMS process; ensure timely and proper completion of forms; meets with the Director and each division administrator monthly to review samples for coding and verbiage and advise on potential funding of programs for following quarter. Provide administrative supervision to the Fiscal, Business Services, and I.T. units which includes one M.I.S. coordinator, two supervisors, accountants, account clerks, custodial worker, and clerical specialists. Provide administrative oversight over contract establishment, contract monitoring, payroll functions, oversees use and repairs of JFS vehicles, process all of JFS' incoming and outgoing mail, and JFS custodial staff which conduct routine cleaning as well as small repairs of JFS work areas. Complete state and agency reports, e.g., analytical reports of fiscal operations, financial statements, cash flow projections, manpower forecasts, expenditure and inventory reports, federal grant summaries and various correspondence; complete all monthly, quarterly, and annual fiscal reports; verify the data included in fiscal reports. Oversee the tracking of indirect costs for county-wide cost allocation plan. Advise administrative officials on fiscal and budgetary matters. Prepare, maintain, and oversee the preparation and maintenance of financial records, reports, and statements; monitor allocations, reimbursements, expenditures, and encumbrances for multiple grants & funding sources and ensure compliance with federal, state and county regulations. Coordinate budget preparation to comply with county and state requirements; prepare budget forecasts for state advances and prepare weekly cash draws. Perform data analysis, solve fiscal problems, and implement procedures, policies, and process improvements. Participate in long-range planning for the agency; review and analyze financial data; advise upper management on fiscal and budgetary matters; prepare special reports as required. Prepare or assist in preparation of annual plans, requests for proposals and /or bid specifications; monitor compliance with plans, proposals and specifications as required. Prepare agency for audits and serve as contact person for auditors. Serve as fiscal liaison with county and state agencies. Carry out supervisory responsibilities in accordance with the county's policies and applicable laws; responsibilities include interviewing, hiring, training, assigning, and directing work, performance appraisal, discipline, settling grievances, addressing complaints, and resolving problems, providing interpretation of County policies, procedures, rules, and laws.

#### **HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:  
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATION, COVER LETTER AND RESUME CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**

**449 S. MERIDIAN STREET, 7<sup>th</sup> Floor**

**RAVENNA, OHIO 44266**

**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4504**

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