

PORTAGE COUNTY
Job & Family Services

TITLE: JFS Fiscal Specialist

WORKING HOURS: 7:00 a.m. – 3:30 p.m. or 8:00 a.m. – 4:30 p.m. Monday through Friday

JOB OBJECTIVES: Under the direction of the Fiscal Supervisor, incumbent is responsible for reviewing the processing of requisitions, purchase orders, and invoices. Incumbent is also responsible for maintaining and designing accounting systems, solving accounting problems, administrative and fiscal procedures and policies, and performing internal audits. This involves reconciling accounts, financial reporting and analysis, advising the agency on fiscal/financial problems and procedures, and ensuring that the agency follows proper accounting procedures. Also provides guidance to support staff and ensures that staff comply with local, state, and federal laws and regulations.

ESSENTIAL JOB FUNCTIONS:

- Assign fiscal coding in the County Finance Information System (CFIS), as well as the Statewide Automated Child Welfare Information System (SACWIS).
- Perform complex accounting tasks; analyze, verify, calculate, process, balance, reconcile discrepancies and update accounting records via state or county computer systems.
- Maintain financial data in spreadsheets as needed.
- Answer financial questions, resolves discrepancies in accounting information, and obtains additional information from clients, employers, vendors, court personnel, attorneys and JFS employees.
- Track and maintain balances of purchase orders; modify purchase order amounts as needed.
- Review, prepare and post invoice in SACWIS in accordance with the Portage County Auditor's Office policies and procedures; complete forms for checks to be voided or reissued; prepare journal entries for payments to other county departments; code invoices for entry into CFIS system.
- Monitor PCSA Fiscal Mailbox and manage information needed to rectify fiscal invoice issues. Process cash equivalent gift card and transportation requests. Prepare reallocation of cash equivalents monthly to recode to proper funding source after use.
- Complete invalid payment process in SACWIS weekly to ensure proper reimburse of funds to agency.
- Compile and enter needed information for quarterly SACWIS 4281 report.
- Complete PASSS and Non-Recurring Adoption payment reconciliation monthly.
- Compute child support amounts owed to Kinship providers and process for payment on a quarterly basis.
- SACWIS provider and case service creation and modification as needed.
- Perform data analysis and prepare various reports, solve fiscal problems and implement procedures, policies and process improvements.
- Prepare, maintain and oversee the preparation and maintenance of financial records, processes, reports and statements, reimbursements, expenditures, and encumbrances for multiple grants & funding sources and ensure compliance with federal, state and county regulations.
- 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.
- Perform monthly inventory of the physical supply of tangible assets.
- Process invoices and ensure timely payment in accordance with generally accepted accounting principles, county procurement process and Children Services Payable Policy.
- Process, code and enter Children Services receivables into SACWIS.
- Act as back-up to Fiscal Specialist/Fiscal Eligibility Specialist as needed.
- Handle billing and invoicing issues with vendors
- Prepare agency for audits.
- Serve as fiscal liaison with county and state agencies.
- Keep current in area of responsibility by attending conferences and training applicable to area of expertise.
- Represent County in off-site trainings, meetings, conferences, etc.
- Operate a motor vehicle as needed to perform the essential functions.
- Demonstrate regular and predictable attendance.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Systems:

Ability to operate computers for data input and retrieval; proficiency in Microsoft Windows, Microsoft Office and web browsers (Internet Explorer and Google Chrome), knowledge of CRIS-E, OIES, SACWIS, ODAPS, OWCMS, SETS, CFIS, MUNIS, MITS, BUY-IN, eGateway, eQuil, CCIDS, OCLQS, Time Force, Agency's Digital Imaging systems and other systems as required by program area responsibility.

Equipment:

Incumbent operates equipment such as, but not limited to, the following: personal computer, printer, calculator, multi-functional copier, scanner, fax machine and shredder.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies in the position:

- Communication Skills – Communicate clearly and informatively using multiple methods and forms of media. Present numerical data effectively.
- Customer Service – Manage difficult or emotional customer situations. Respond promptly and effectively to customer needs. Solicit customer feedback to improve service.
- Ethics – Treat people with respect. Keep commitments. Maintain confidentiality. Uphold organizational values. Work with integrity and maintain high standards of integrity.
- Initiative – Volunteer readily. Undertake self-development activities. Seek increased responsibilities. Take independent actions and calculated risks. Look for and take advantage of opportunities. Ask for and offer help when needed.
- Interpersonal Skills – Focus on solving conflict, not blaming. Listen to others without interrupting. Keep

emotions under control and use reason when dealing with emotional topics. Remain open to others' ideas and try new things.

- Planning – Establish well developed short- and long-term plans to meet future needs. Recognize progress points and monitor plans to achieve desired results. Implement contingency plans. Adhere to schedules and plans with ability to prioritize.
- Technical Skills – Thorough knowledge of federal, state, county and departmental policies, procedures and practices. Knowledge of JFS computer systems and related software packages, including policies and procedures associated with their use. Pursue training and development opportunities to continuously build knowledge and skills. Share expertise with others. Demonstrate knowledge of public administration principles.

Job Standards: Possession of an Associate's degree in accounting, business administration or related field and a minimum of two (2) years of experience in accounting, preferably in a governmental setting; Bachelor's Degree preferred. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

II. DIFFICULTY OF WORK

Work involves varied, complex, non-standardized tasks requiring coordination of detailed data and information, as well as, a variety of tasks and people requiring the application of many established rules, regulations, laws and procedures as applied to multiple issues. Incumbent must be able to manage a large amount of data while ensuring adherence to the state and federal law, state and federal rules and regulations and professional standards and codes of conduct.

III. RESPONSIBILITY

Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Errors in work are detected within the office in which they occur, possibly affecting the work of others, requiring expenditure of time to correct and could result in non-compliance with laws or policies.

IV. PERSONAL RELATIONSHIPS

Incumbent has daily contact with co-workers in the department, other County employees, the general public, elected and appointed officials. The purpose of these contacts is to provide information, services and assistance and to ensure compliance with policies, procedures, laws and regulations.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs sedentary work which may require lifting up to fifteen (15) pounds occasionally. Ability to operator a motor vehicle.

Physical Activity: Incumbent performs the following physical activities: talking, hearing, standing walking, sitting, driving and repetitive motions.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works inside with no exposure to adverse environmental conditions.