



EMPLOYMENT OPPORTUNITY MADISON COUNTY PUBLIC HEALTH FISCAL OFFICER

Job Title: Fiscal Officer

Division: Administration

Civil Service & FLSA Status: Classified, non-exempt, hourly, professional

Benefits: Eligible for full benefits including medical, dental, vision, life insurances

Hours: Generally Monday through Friday from 8:30am to 4:30pm

Pay Range: \$20.00 to \$36.00

Date Posted: October 26, 2021

Candidate Review: Rolling basis beginning November 8, 2021

JOB SUMMARY

The Fiscal Officer (FO) is responsible for preparing and overseeing the financial operations of the agency including all aspects of cash-basis bookkeeping, accounts receivable/payable functions, payroll functions, financial control compliance, policy development, fund and grant management, and aides with budget planning.

ESSENTIAL FUNCTIONS

The Fiscal Officer (FO) prepares and oversees preparation and maintenance of various fiscal reports, records, analyses, and/or documentation (including but not limited to internal management reports, budget forecasts, cost analysis studies, revenue and expenditure comparisons, personnel and payroll reports, and grant reports); oversees virtual and pay-in cash deposits, billing, and accounts receivable/payable functions; assists other leadership team members with plans and coordinates/monitors fiscal operations; develops and implements fiscal plans, controls, policies, and guidelines to ensure operational compliance with state and/or federal guidelines; evaluates and plans the fiscal functions for the agency (including but not limited to accounting, payroll, purchasing, budget planning, receipt and disbursement of funds and expenditures, and grant funds); assists in developing fiscal goals and objectives for the agency; assists in the management of benefits and employee fringes; monitors fiscal progress of projects for compliance or variance from budgeted costs and recommends appropriate action; attends meetings with the County Auditor, the County Human Resources Specialist, and County Treasurer; ensures compliance with federal and state laws; coordinates fiscal audits; assists in the preparation of the annual budget, statistical reports, and participate in long-range planning; reviews financial status to ensure operations continue within budgetary constraints; researches and develops new and continuous funding opportunities; maintains statistics of program activities and prepares reports for the Health Commissioner and other leadership team members; prepares federal, state, and local grant expense reports.

The FO also consults with fiscal officers from other agencies and other administrative personnel on fiscal issues, interpretation, and methods of application of policies for compliance with federal and state laws and grant programs; assists directors, supervisors and employees with fiscal or accounting matters; acts as liaison with ODH on funding issues; may supervise and evaluate the performance of other fiscal employees; may participate in the selection and recruitment of new applicants; assists in the search for and application of grants and donations; assists with public health accreditation; participates in emergency preparedness exercises; and works on emergency preparedness response in a variety of roles.

Chris Cook, MPH, RS
Health Commissioner

Dr. James Kaehr, MD
Medical Director

Madison County Public Health
306 Lafayette Street, Suite B, PO Box 467
London, Ohio 43140 | Fax 740-852-5418



Our Mission

We are committed to monitoring and responding to our community's health and wellness needs through innovative services, education, collaboration, and compassionate care.



EDUCATION AND EXPERIENCE

This job requires an Associate's degree or higher in business administration, finance, accounting, or directly related field. Bachelor's degree or higher is strongly preferred. Specialized education or training in accounting, fiscal/budgetary management and control, grant management, Intuit software products, and local health department financial operations is strongly preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

This job requires proficiency of computer skills including the Microsoft Office365 suite, Adobe Reader, Intuit products, e-mail and the internet, accounting and purchasing software, modern office equipment, e-mail, and electronic calendar; knowledge of Generally Accepted Accounting Principles (GAAP); training or experience in accounts payable, accounts receivable, budget analysis, payroll preparation and processing; ability to compile, consolidate and summarize information; knowledge of purchasing, accounting, payroll practices and procedures; knowledge of supervisory principles and practices, office practices and procedures, and office management; exceptional knowledge and use of English grammar, spelling, written format and punctuation; knowledge of cash-basis bookkeeping; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; principles and practices of grant management; collection of data/research and analysis of statistics; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements. This job infrequently requires working some evenings.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

Madison County Public Health (MCPH) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. MCPH offers a relaxed, positive, and friendly work environment. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and application to apply@madisonpublichealth.org (subject: Fiscal Officer Position)



BASIC EMPLOYMENT APPLICATION MADISON COUNTY PUBLIC HEALTH

Name

Address

Phone

Email

Current Employer

Salary Requirements

Date First Available for Work

General Days and Times Best for a Telephone Interview

General Days and Times Best for an In-Person Interview

Your resume must include, at a minimum, the following information:

- 1. Education including degrees and dates**
- 2. Work history with position titles and job responsibilities including dates**
- 3. Relevant trainings/certifications and dates**
- 4. Relevant skills**