

ADAMH BOARD OF FRANKLIN COUNTY
JOB DESCRIPTION

Position Title: Fiscal Officer

This position will support the effective accounting and financial operation of the ADAMH Board by providing and accurately maintaining the integrity of payroll and benefits, accounts and grants payable/receivable, fiscal and budgetary reports, and account creation and coding.

Primary Responsibilities/Expected Outcomes:

- Oversees the processing, submission, and reporting of payroll; maintains confidential payroll, financial and personnel files of agency employees for the purpose of providing Franklin County Auditor's Office with updated information for the preparation and approval of payroll (MUNIS System); maintains and periodically updates payroll policies and processes.
- Works closely with other teams to compile, summarize, analyze, and present fiscal reports; provides managerial accounting reports to management and staff on status, activity, trends, and limitations on funding.
- Works with the Director of Accounting & Financial Reporting to maintain and ensure the integrity of all financial transactions; assists in the planning, coordination, and direction of month-end and year-end reconciliation and closeouts.
- Processes a variety of accounting transactions and analysis, including appropriate account coding and input into accounting system (MUNIS); researches and monitors the general ledger to identify errors and financial discrepancies.
- Administers ADAMH Chart of Accounts, including proposing, developing, and implementing changes as needed.
- Verifies collection of funds for the preparation of the county deposits; ensures incoming Electronic Funds Transfers (EFTs) are accurately accounted for and coded to the correct accounts.
- Performs contract and grant compliance and administrative duties as needed, including pre-award and post award support.
- Reviews audit samples and respond to auditor requests, ensuring completeness, accuracy, and timely submission.
- Analyzes accounting and financial reporting processes and makes recommendations for improvement.
- Works cooperatively with other team members in the achievement of team and organizational goals.
- Other duties as assigned.

Core Competencies/Demonstrated Skills:

Education: Bachelor's Degree in accounting, finance, or a related field.

Experience: Two (2) years' of work experience in accounting, preferably in a public agency/government setting.

Two (2) years' of work experience using accounting and financial software and Microsoft Excel.

Skills: Knowledge of government accounting principles and applications.

Knowledge of payroll functions.

Excellent communication and customer service skills.

Presentation skills.

Strong analytical and problem-solving skills with strong attention to detail.

Strong communication skills to share insights with multiple stakeholders.

Ability to adapt to a changing environment.

Ability to manage multiple time-critical priorities and projects with minimal supervision

Ability to plan and coordinate completion of tasks in a multi-deadline environment.

Ability to think ahead, plan long-term decisions, and anticipate outcomes.

Ability to work collaboratively with internal and external partners, service providers, local government officers and community partners.

Benefits Highlights:

- Extensive health benefits for all full-time employees.
- Life insurance coverage for all full-time employees.
- Guaranteed 10 paid holidays every year.
- A 19 percent employer contribution to your OPERS pension plan.
- Wellness incentives for employees/spouses enrolled in healthcare.

See more information on our benefits programs:

at: <https://newbewell.franklincountyohio.gov/Benefits/Programs>

*** Please submit resume, cover letter and application at this link:**

<https://adamhfranklin2.applicantstack.com/x/apply/a2izngyqbp3m>