

**Medina County
Job and Family Services**

Position Description

Division:	Business Services
Unit:	Administration
Supervisor:	11000.0

Classification:	Fiscal Supervisor	Working Title:	Fiscal Supervisor
Class Number:	70183-Medina	Position Control Number:	11300.0
Status:	Non-Bargaining	Pay Range:	30

Summary of Essential Duties

Under the direction of the Deputy Director of the Business Services division, provides direct supervision and assistance to unit members who perform various clerical and accounting duties. The Supervisor will complete various reports and develops, implements and enforces compliance with policies and procedures for the unit.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Provides direct supervision to the Account Clerks, Records Clerk, Mail Clerk and Telephone Operator.
5. Assigns and reviews work of staff, conducting random review of work to determine quality and error rate.
6. Implements and monitors policy and procedures presented from upper management, the County and the State. Interprets changes in programs and provides training to staff regarding these changes.
7. Determines the need for additional staff and participates in Agency process of interviewing applicants and recommending qualified applicant to Agency Director.
8. Completes performance evaluations; disciplines unit members and initiates actions for the termination of employees when necessary. Maintains an employee file for each team member.
9. Reviews, approves or denies employee requests for leave.
10. Assists in coordinating agency fiscal functions, budget preparation and analysis.
11. Oversees handling of fiscal accounts including, but not limited to child-care, agency expenses, travel, SSI interim agreement reimbursements and various contract accounts.
12. Maintains and interacts with various computer programs pertinent to fiscal operations (i.e., CRISE, QUIC, PET and Manitron).

13. Prepares fiscal reports (i.e., 2827) within mandated time frames.
14. Acts as liaison with the County Auditor and County Finance Department when needed.
15. Supervises clerical functions (i.e., record management, bar coding (TAB), telephone system, fax distributions, mail operations, data entry, typing, copying, maintaining records and reports).
16. Assigns workers to provide clerical support to reception and other agency areas when needed.
17. Directs and assists in accounting for inventory control, billing and purchases.
18. Assists in payroll processing, time clock monitoring, and other administrative areas when needed.
19. Attends meetings and training as needed.
20. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
21. Performs other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: Federal, State and local laws, rules and regulations governing eligibility for public assistance programs; agency policies and procedures; program implementation; policy development and implementation; community resources; Administrative practices; supervisory practices; interviewing techniques; discipline procedures; evaluation process; cultural diversity; personnel manual and procedures; grievance procedures; completing fiscal reports; EEO, ADA, FMLA and legal issues; training and development principles; intermediate mathematical principles; computer operations; reviewing and monitoring staff work and material; bookkeeping practices; program implementation; random moments survey; interpreting policy and manual material; coordinating programs; delegating; computers and programs; agency computer operations, office equipment; budgeting functions and operations; purchasing practices; bid/voucher procedures; budget formation and forecasts; statistical analysis.

Skill In: Basic management; leadership/supervising; team building; training; interviewing; English grammar and composition; oral communication; writing; listening; organization; computer operations; typing; word processing; public presentation and speaking; counseling; handling sensitive inquiries from the public and community; decision making; advising and providing constructive criticism; conducting performance appraisal interviews; basic mathematical operations.

Ability to: Extract information from various sources; collect data; work with others; perform intermediate mathematical operations; develop budgets and fiscal policies/procedures; perform accounting and budgeting operations; monitor allocations and appropriations (e.g., cash flow); analyze, review, process and account for Agency expenditures and receipts; prepare and monitor contracts and/or agreements; use computers; maintain accurate records; complete forms; read, copy and record figures; make independent decisions; maintain accurate fiscal/financial reports; answer routine questions or inquiries; take emergency actions; work with the elderly, physically and mentally challenged; represent the agency within the community (e.g., serve on community committees, boards, serve as spokesperson, trainer); advise others on fiscal and budgetary management.

Qualifications

Possession of a Bachelor=s degree in Accounting, Business Management or a related field, and Minimum of two (2) years of professional experience or experience as an Account Clerk, Eligibility Specialist 2 or higher at Medina County Job and Family Services or a similar public agency,

or

An Associate Degree and currently pursuing a Bachelor=s Degree program with a focus in Business Administration, Accounting, Business management or similar field, having completed ten (10) credit hours beyond and Associate Degree, and,
Five (5) years experience as an Eligibility Specialist 2 or higher at Medina County Job and Family Services or similar public agency,

or

Currently pursuing an Associate Degree with a minimum of ten (10) credit hours completed and, Seven (7) years or more experience as an Eligibility Specialist 2 or higher at Medina County Job and Family Services or similar public agency.

Additional Requirements

Must successfully undergo BCI background check
Successfully complete an alcohol and drug screening
Possess a valid Ohio Driver=s License
Provide proof of eligibility to work in the United States.

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to common chemicals found in an office environment, such as toner and correction fluid; may be required to lift up to 40 pounds (i.e., computer components, supplies).

Fiscal Supervisor P.C. N. 11300.0

List Position Numbers and Class Titles of Positions directly supervised: 11301.0 Account Clerk 11302.0 Account Clerk 11103.0 Telephone Operator 11106.0 Mail clerk	Signature of Agency Representative:	Date:
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