

Richland County Job Posting

Posting Date: Tuesday, November 14, 2023
Position: Fiscal Officer
Department: Job & Family Services
Application Deadline: 4:00 p.m., Friday, January 19, 2024

Position Description:

Richland County Job & Family Services seeks a full time Fiscal Officer.

Under general supervision of the Fiscal Director, the Fiscal Officer is responsible for performing, monitoring, and managing a variety of fiscal management and control duties including preparing and monitoring contracts, payroll activities, and preparing and maintaining fiscal reports for the Agency.

Minimum requirements:

- Associate degree from an accredited college or university with major coursework in accounting, auditing, finance, or a related discipline, preferred;
- Two (2) years, recent documented work experience involving fiscal and budgeting responsibilities;
- At least one (1) year in a supervisory capacity; or
- Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities of the position.

Preferred qualifications: Undergraduate degree in Accounting, Business or a related field.

Benefits: Ohio Public Employees Retirement System, Health Insurance

Rate of Pay: \$21.08 – 27.41 per hour, dependent upon experience

Applicants may apply online at (resume also required):

<https://mss.richlandcountyoh.us/MSS/employmentopportunities/default.aspx>

- OR -

Applications may also be obtained from and submitted to (resume also required) ->
Richland County Commissioners
50 Park Avenue East
Mansfield, Ohio 44902

Application Deadline: All applications must be submitted to the Richland County Commissioners at the above address **OR** online at the above link above by **4:00 p.m., Friday, January 19, 2024.**

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job-related criteria.