

POSITION DESCRIPTION

Tuscarawas County Prosecutor/Child Support Enforcement Agency

CLASSIFICATION TITLE:	Fiscal Officer-CSEA
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FLSA STATUS:	Non Exempt	EMPLOYMENT STATUS:	Full-time
FLSA TYPE:	Professional	REPORTS TO:	Director
CIVIL SERVICE STATUS:	Classified	UNIT:	Fiscal

DISTINGUISHING JOB CHARACTERISTICS

Administers, directs, manages and monitors the child support enforcement agency fiscal unit function; supervises personnel responsible for the fiscal duties within the agency; prepares financial reports and documents as required to support management in the budgeting control processes. Performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.

1. Prepares Agency budgeting (county & state), reviews budget proposals, and prepares necessary support documentation and justification.
2. Advises Agency Director in budgetary, contractual and other financial obligations and goals of the Agency.
3. Responsible for monitoring, and reporting multiple sources of funding to ensure the proper accounting of resources to meet the financial requirements of the Agency.

4. Supervises, manages and directs the assigned agency staff responsible for performing duties of a fiscal control function.
5. Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting and/or payroll expenses.
6. Participates and assists in the development and implementation of goals, policies, priorities and procedures relating to the management of the CSEA as a member of the Administrative/Supervisory Unit of the CSEA under the supervision of the CSEA Director.
7. Coordinates audit requests of external auditors (state, independent, ODJFS) with agency staff to ensure full compliance.
8. Works with agency staff to implement recommendations issued as a result of any audit or evaluation of CSEA business practices.
9. Responsible for procurement process for the agency, coordinating with agency staff and the County Commissioners' Office to procure the goods or services through quotes, bids, or requests for proposals.
10. Review, advise, and assist county partner offices and agencies with child support contracts to assure federal and state guidelines are followed for reimbursement of federal pass through grants.
11. Responsible for oversight of CSEA contracts, including negotiations, monitoring, renewal, etc.
12. Responsible for managing the web based Random Moment Samples the results of which determine the costs of administering state and federal programs. A RMS Coordinator, timely reviews responses to moments, participant response oversight, approve or invalidate responses, generate and interpret reports and open and close samples.
13. Initiates and monitors purchase order actions and documentation, process vouchers for invoices and receipt of agency revenue.
14. Monitors agency financial accounts and reconciles balances monthly, quarterly, and annually. Prepares monthly/quarterly financial certification JFS 2750 for CSEA Director and county Auditor signature.
15. Researches data bases; reviews federal and state laws and rules, Child Support Program Manual (CSPM), Fiscal Administrative Procedural Manual (FAPL), and local procedures to enhance job performance and remain current

on federal, state, and local rules and regulations regarding the child support enforcement program.

16. Prepares capital asset and depreciation schedules
17. Evaluates employee work performance; recommends commendation and discipline as necessary.
18. Prepares agency inventory and inventory control procedures and reports.
19. Participates in all meetings, trainings, and activities as a member of the CSEA Managerial Unit and Fiscal Unit.
20. Maintains regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned.

EQUIPMENT OPERATED

Computer; printer; copier; fax machine; telephone; other standard office equipment; audio/video projector. Reliable transportation to attend meetings, trainings and conferences.

CONTACTS WITH OTHERS

CSEA staff; case participants; court representatives; Judges; Magistrates; attorneys; law enforcement representatives; representatives of other governmental agencies and offices; and general public.

WORKING CONDITIONS

The employee may negotiate, use or work with or in the vicinity of personal protective equipment, eye and face protection, hand protection, the handling of material and supplies, human blood and bodily fluids, or other potentially infectious materials, hazardous chemicals, and weapons.

General Duty: Safe and Healthful Workplace: The employee has contact with violent or emotionally distraught persons.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time while conducting research, reading files and performing other related duties. Employee frequently talks and hears over the telephone and in person. Vision demands are normal, except can include close, detailed vision when operating the computer, with the ability to adjust focus for close work. Employee may sit for extended periods of time while operating or traveling in a vehicle to and from worksites.

Employee must walk frequently between CSEA and Tuscarawas County Annex Building which will result in periodic exposure to extreme weather conditions including rain, snow and ice.

Employee must travel for required training and fiscal meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Computer operations (e.g., Microsoft Office Suite, Word-processing/data entry, Excel spreadsheets); Ohio Child Support Program Manual; Tuscarawas County CSEA policy and procedures; Office 365, SETS, Maximus System (PET), CFIS Main, CFIS Ledger, CFIS RMS (**may be Developed after employment**)

Ability to: Develop and maintain effective working relationships with fellow employees, attorneys, case participants, other governmental representatives and general public; maintain confidentiality of confidential and sensitive subject matter; effectively communicate fiscal issues; communicate effectively in writing; maintain accurate records; make independent decisions concerning fiscal issues; analyze and solve problems involving varied and unrelated processes and methods.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities.

Minimal qualification: Bachelor's degree in accounting, business, finance, or other related discipline.

Additional qualifications preferred: three (3) to five (5) years of experience in an administrative position with supervisor background and experience in governmental accounting procedures.

ODJFS Fiscal Certification preferred

LICENSURE OR CERTIFICATION REQUIREMENTS

Maintain valid Ohio Driver's License.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's appointing authority, supervisor or designee.

MANAGEMENT APPROVAL

Director:

Traci A. Berry

Date:

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

I have reviewed and understand the most current copy of the Tuscarawas County Personnel Policy Manual, and any additional policies adopted by the Tuscarawas County Child Support Enforcement Agency.

Employee: _____

Date: _____

Revision date: August 28, 2017