



Perry County Job and Family Services

External Posting

Full-time Employment Opportunity

Classification: Fiscal Officer

Location: Perry JFS

Pay Scale: 29

Post Begin: April 16, 2021

PCN: 10505

Working Title: Administrative Assistant 1

Core Hours of Work: 8AM – 4:30PM

Starting Rate: \$20.90

Post End: May 14, 2021 or until filled

Applications are available online https://www.perryjfs.org/agency_human_resources.html. Submit **resume**, and **application**, and **3 professional references** - attention B. Newell HR Administrator, Perry County Job & Family Services, 212 S. Main Street PO Box 311, New Lexington, Ohio 43764. Or by email – BRENDA.NEWELL04@JFS.OHIO.GOV

Deadline for application: May 14, 2021 or until filled

Job Duties:

Serves as Administrative Assistant to the Director of Perry County Job and Family Services (PCJFS). Approximately 20+% of the job entails Fiscal Officer duties. Provides administrative services to the Director to support the work of PCJFS and assists with various agency projects. Candidates must have education, knowledge and/or experience in the following:

- Prepares executive correspondence, reports, and communications
- Communicates in writing and verbally with executives, stakeholders, and community partners
- Serves as liaison between Director, Administration, employees, and partners
- Manages and coordinates the Agency and Director's Calendars and Outlook email
- Assists with agency social media outreach to communicate Agency's agenda
- Manages Director's JFS.gov email account
- Ensures compliance with prescribed procedures/statutes and resolves discrepancies
- Works independently and exercises initiative
- Performs general clerical duties
- Collects, analyzes, and evaluates information
- Prepares materials, organizes, and facilitates meetings
- Aids in development and implementation of programming and special projects
- Represents the Agency on behalf of the Director
- Schedules, registers and makes travel arrangements and confirms itinerary for professional conferences and trainings
- Performs various Fiscal duties, prepares bids, invoices, budgets, and forecasts miscellaneous Fiscal control duties
- Performs, directs, coordinates, monitors, and manages a variety of fiscal management



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and control duties

- Assists with fiscal control tasks
- Monitors allocations and appropriations
- Prepares bids, vouchers, and procurements
- Ensures operational compliance with applicable agency, state and/or federal regulations
- Assists with budget preparation and budget and cash forecasts
- Monitors accounts payable/receivable and invoicing as assigned
- Analytical data collection and reporting
- Other assigned duties

Knowledge, Skills, and Experience

- Knowledge of various JFS programs, contracts, grants, organizations
- Experience with government processes and functions
- Experience with Federal, State, local and agency policies, law, and regulations
- Knowledge of public service
- Experience in oversight of public Government
- Expert skill of and experience with Outlook Calendaring and Outlook Email
- Expert skill of and experience with Microsoft TEAMS etc.
- Experience and knowledge of all forms of technology
- Intermediate to expert skill level in Microsoft office, windows, excel, TEAMS, ppt

Minimum Qualifications

- Bachelor's degree preferred
- Completion of undergraduate major core coursework in accounting, finance, financial management or like academic field that included at least three courses in accounting and one course in finance. Also requires two years' experience in area of clerical or administrative work performing non-routine and routine administrative and clerical tasks, coordinating internal activities, and utilizing computer software programs.
- Or two courses or twelve months experience in accounting, two courses or twelve months experience in finance, one course or six months experience in business administration, one course or six months experience in written communication for business, one course or six months experience in public relations, and one course or six months experience in typing, keyboarding, or word processing to include generating a spreadsheet. Also requires two years' experience in area of clerical or administrative work performing non-routine and



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routine administrative and clerical tasks, coordinating internal activities, and utilizing computer software programs.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires no unusual physical demands. Most of the work is sedentary and performed in an office setting. The incumbent is required to lift paper or other office supplies which typically weigh less than five (5) pounds. The position involves very limited probability of any injury, but minor risks to injuries involving an office setting, such as tripping and falling, do exist.