

***External Posting
Until Filled***

**PERRY COUNTY BOARD OF COMMISSIONERS
JOB DESCRIPTION**

Position Title: Finance & Budget Manager

Department: Commissioners' Office, Direct report to the Board of Commissioners

Civil Service Status: Classified

Compensation: Commensurate with experience.

Normal work week: 8:00am-4:30pm 1 hour lunch, Monday - Friday

Compensatory Time: Eligible if work week exceeds 40 hours.

Job Purpose:

The primary purpose of this position, under the direction of the Board of County Commissioners, is to oversee the general day to day operating budget and finances of all General Fund accounts and others under the authority of the Perry County Commissioners. Ensure transfers and appropriations are properly executed in a timely fashion. And report budgetary summaries to the Board of Commissioners on a monthly basis.

Essential Functions:

Assists the Board of Commissioners in preparing budget requests from all offices and departments. Paying bills and ensuring all needed transfers and appropriations are in place to pay those bills. Monitor operational appropriations, budgets, prepare analytical and comparison reports; prepare budgetary documents for fund/account transfers, advances, appropriation reductions, and supplemental. Keep the Board advised of financial conditions of County.

Performs a wide variety of tasks, prepares and monitors budgets of all budgetary lines in the General Fund. Assists the Commissioners to prepare annual department budgets, ensures appropriations do not exceed certificates. Makes recommendations to county commissioners based on fiscal data. And maintain all budgetary records.

Assist in the coordination of special and capital projects and maintains financial info for each project.

Review/interpret the adequacy of liability coverage and cost effectiveness of all insurance policies, requesting estimates and information for property-liability vendor, meeting with Insurance Providers to review cases for reimbursements and recommending cost savings practices and programs.

Additional Functions:

Performs other duties as requested by the Board of County Commissioners.

Minimum Qualifications: High School diploma

(Completion of secondary education or equivalent is beneficial)

Must possess a valid State of Ohio Motor Vehicle Driver's License and pass a pre-employment drug screening.

Job Requirements & General Duties:

Ability to use standard office equipment and related office software, MS Word and Excel. Uses computer applications; spreadsheets, word documents, email, & database software in performing work assignments. Prepares and submits purchase orders & vouchers. Corrects & reconciles accounts as required. Submits changes to expenditures, changes to line items, and advances to commissioners for approval. Receive, record and "pay in" receipts to county auditor. Tracks grant dollars and capital appropriations. Receive visitors, phone calls and electronic communications on behalf of the County Commissioners. Assume the duties of the Commissioners Clerk during absences. Research past records within the office when necessary, respond to public records requests and attend trainings as directed. Maybe required to flex normal work schedule.

Critical Skills:

Ability to deal with many variables and determine specific action, analyze and interpret budget data, draw valid conclusions using judgment and analytical skills, and to recommend constructive changes in processes, budgets and programs.

Ability to establish and maintain effective working relationship with public and government officials.

Ability to use common English language to effectively communicate, both in oral and written form to include writing budget reports, and or procedures.

Ability to organize and accurately maintain large volumes of information and paperwork.

Ability to work independently and to plan, develop and implement goals, objectives, programs and budget projects. Develop collaborative relationships with other budgetary employees throughout the rest of the County.

Ability to follow oral and written instructions, exercise sound judgment, complete and maintain accurate records, reports, forms and files.

Thorough knowledge of and ability to apply program policies and procedures to assist County offices in their budget process.

Thorough knowledge of public administration, and county budgeting.

Ability to maintain confidentiality of information and records.

Knowledge of standard office procedures, County government agencies, procedures, operations and resources and budgets.

Knowledge and proficiencies in financial accounting skills.

Knowledge of accounting fundamentals and ability to understand financial statements, governmental accounting terminology and budgetary information/reports.

Proficient knowledge of personal computers, office productivity software and the ability to use and operate them on the job.

Basic knowledge of Ohio Revised Code, Auditor's policies and procedures, and generally accepted accounting principles, practices, and theories.

Physical Effort and Work Environment:

Physical Requirements: The work of this position is performed in a standard office setting. However, the incumbent in this position must have considerable mobility. The incumbent in this position is regularly required for frequent or prolonged periods to sit.

Visual Activity: The incumbent must be able to see at close distances, beyond arm's reach and requires viewing a computer terminal and proofreading information.

Working Conditions: The incumbent works inside with protection from weather conditions and is not exposed to adverse environmental conditions. However, the incumbent may be exposed to such adverse conditions on an infrequent basis, such as while running errands.

Please send Resume and cover letter to: Perry County Commissioners
212 South Main Street
New Lexington, Ohio 43764

Or

perryco@perrycountyohio.net