Licking County Government Human Resources
Notice of Job Opportunity

Date Opened: September 19, 2016  Date Closed: Until Filled
Position: Fiscal Officer (I, II or III depending on qualifications)
Agency: Planning & Development – Development Division

Minimum Qualifications:
Associate’s degree (A.A.) or equivalent from two-year college or technical school; and two years related experience and/or training; or equivalent combination of education and experience.

Additional Qualifications (Agency/Dept. Qualifications):
Proficiency in Microsoft Word, Excel and other related software.

Hours: Monday-Friday 8:00 am – 4:30 pm
Salary: $17.00-$25.00 per hour, depending on qualifications

Duties:
- Maintains fiscal records and financial statements for LCATS, Planning Commission and associated Community Development grants (e.g., Community Development Block grants, Housing Preservation grants, and other grants received by the Planning and Development Department) in accordance with Generally Accepted Accounting Principles (GAAP) and fund accounting practices; prepares annual budgets for LCATS, Planning and Community Development divisions of the Planning and Development Department; consistently monitors budget to sustain federal, state, and local guidelines maintains budgetary projections and administrative projections, and adjusts annual budgets as necessary; prepares budgetary transfer requests; prepares invoices for reimbursement from federal/state agencies; performs budgetary-related duties such as wage surveys and analyses
- Prepares annual office-wide cost allocation plan and indirect cost rate determination in accordance with 2 CFR 200.
- Maintains records of each client's billings respective to transportation planning studies in progress; disburses funds to clients as work is completed.
- Manages financial function of Licking County's Housing Rehabilitation and Economic Development Loan programs in accordance with state and federal Program Income regulations and Licking County policies and procedures (including maintaining records of each client's loan proceeds while rehabilitation work is in process; disbursing funds to contractors when work is completed; issuance of monthly statements and recording client payments, interest, and late fees; maintaining loan balances and related information; applying loan delinquency procedures to include issuance of delinquency letters, correspondence with County Prosecutor; and related follow-up).
- Reconciles each set of accounting records (e.g., LCATS Planning General Fund, Community Development (CRED), CDBG, Ohio Public Works Commission) with the County Auditor no less than monthly; follows accounting procedures established by federal and state funding sources; ensures accounting methods comply with A-133 and GASB 34 guidelines; maintains various reconciliation spreadsheets/reports for summaries of grant expenditures; prepares working papers and schedules in conjunction with annual state audit; serves as liaison to State Auditor's office and/or public accounting firm; ensures follow-up and corrective actions are defined and implemented after audit.
- Assists Directors and Managers in budgetary grant application information for various grant applications; prepares purchase orders and bill jackets ensuring that appropriate fund(s) are utilized; distributes and tracks payments to vendors, contractors, etc.; implements cash management system to project cash needs; prepares drawdown requests via hard copy forms according to federal/state guidelines ensuring 15 day rule is met.
- Records all LCPC receipts and makes daily deposits with Licking County Auditor and Treasurer; reconciles pay-ins (receipts) not less than monthly with County Auditor; distributes and posts interest payments; no less than monthly, maintains, reimburses, deposits, and reconciles the Community Development Imprest Fund; maintains daily deposits and withdrawals and reconciles, no less than monthly, bank escrow account for housing rehabilitation program; develops and prepares biweekly and monthly administrative billings and account reimbursements for Community Development fund; assigns appropriate costs and prepares monthly billing for Ohio Public Works Commission.
- Implements, updates, and maintains internal accounting system and various spreadsheets, charts, and tables for cost analyses and reporting purposes; prepares CDBG and CHIP status and final performance reports for grantors, semi-annual revolving loan fund status report, semi-annual program income report, housing preservation grant quarterly reports, and annual Schedule of Federal Financial Assistance.

Application Procedures: Submit completed application, resume and cover letter to the Licking County Human Resources Department, 20 South Second Street, 3rd Floor, Newark, Ohio 43055. Applications can be obtained in person in the Human Resources Department between 8:00 a.m. and 4:30 p.m. daily or printed from the web site at www.lcounty.com. Successful candidates will be subject to Licking County’s pre-employment drug screen. Licking County is an Equal Opportunity Employer