

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 01/04/19

Response Deadline: 01/14/19

Agency: Board of Commissioners	Job Title: Finance Specialist PCN 01:10003
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$15.97 - \$22.56 per hour
Work Location: 315 High Street, Hamilton, OH	Hours of Work: M-F 8:00a – 5:00p

Essential Functions:

- 1) Creates purchase orders, insures timely processing and authorization of all purchase orders for all County agencies and appointing authorities; approves all purchase orders and purchase order change orders for all county agencies and appointing authorities; maintains current and new vendor file information; responsible for receipt of W-9 information; may track contracts and invoices and conduct exception analysis on purchase order and vendor payments to ensure compliance with budgetary controls; works with outside vendors to resolve billing issues; retrieves Ohio State purchasing contract information as needed; provides contracting and purchasing assistance to Finance, Information Technology, Maintenance, Facilities, and Special Projects.
- 2) Maintains County vehicle Voyager passwords and inventory for all county offices; accounts for Commissioners' office daily cash receipts receipts from non-conventional enterprise activities as the county garage; oversee billing and process payment of charges to various agencies and external governmental entities; oversees Frist Financial Bank credit card accounts for all county offices and agencies.
- 3) Assists in the preparation of documents related to competitive bids, solicitation of proposals, and public advertisements of such bids; assists Finance Director with the opening and reading of bids and proposals.
- 4) Performs clerical and administrative support for Finance Director of a sensitive and/or confidential nature; Assists Finance staff with special projects and reports as requested; handles telephone inquiries and billing questions as needed; may answer requests for public records.
- 5) Coordinates and monitors and may participate in a variety of fiscal activities; involved in fiscal and bookkeeping activities (e.g., recording of transactions, maintaining of control accounts, processing of requisitions or encumbrances, typing of vouchers); processing of invoices; monitors variety of fiscal management and control activities; monitors accounts payable and receivable and inventory; reviews travel expenses; maintains petty cash funds; implements accounting or auditing procedures.; assists higher-level fiscal officer. Prepares and maintains financial status information, fiscal analyses and cost forecasts; maintains bank statement and funding notifications.
- 6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Required Qualifications:

- Bachelor's Degree in finance, accounting, public administration or related field or
- Associate's Degree in finance, accounting, or related field plus two (2) years relevant work experience; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

Selection Procedure:

Resumes and Interviews

**Submit Cover Letter
and Resume To:**

(please indicate Job
Title in Cover Letter)

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
or by email to: resumes@bcOhio.us
(please indicate Job Title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER