

Fiscal Analyst (Fiscal Analyst) (4530-12)

Be part of our Team! We are committed to providing equal employment opportunities in all employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, citizenship status, marital status, age, disability, genetic information, protected veteran status, gender identity or expression, sexual orientation or any other characteristic protected by law. We are a second-chance employer and a recovery friendly workplace.

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, and Paid Parental Leave.

Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.

Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

DEADLINE TO APPLY: 09/02/2025

WORK LOCATION:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS:

(Potential for Hybrid Remote Work Schedule)

ANNUAL SALARY: \$53,872

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- Bachelor's degree in accounting, finance, business administration, public administration or closely related field from an accredited college or university with coursework in business statistics; AND
- One (1) year of experience in accounting or budgeting which evidences a comprehensive knowledge of regulations & procedures governing fiscal activities.
- Or equivalent

AGENCY-PREFERRED QUALIFICATIONS:

- At least 5 years of experience of processing bills in a County.

JOB DUTIES (SUMMARY):

- Processes invoices for JFS, One-time pay, employee mileage reimbursement, purchase orders, vendor less purchase orders and Out of Home care using a variety of systems (i.e.- Single Sign-on, Performance, On-Base, CFIS, SACWIS). Makes updates to systems within a specified time frame. Forwards documents to Auditor's office for payment.
- Assist with preparing, reviewing, and analyzing complex fiscal reports and financial documents for federal, state and county agencies to comply with all statutes, regulations, rules, policies and/or procedures. Prepares correspondence regarding changes and adjustments indicated by review (inter-fund transfers, adjustment ledger, and journal entries to auditor). Negotiates changes, approves and prepares

journal entries, inter-fund transfers and adjustments to financial statements for signature; performs internal audits; adjusts revenue and disbursement journals, finalizes reports and input data; verifies entries and monitors receipts and disbursements.

- Helps contracted services or vendors to ensure compliance; assists in development of procedures, programs and forms for various contract proposals and accounting systems (informs vendors how to submit invoices for payment to comply with our computerized accounting system). Assists contractor in maintaining fiscal control and ensuring compliance with federal and state accounting procedures (completes account code, dates and total payments made in last 12 months, assist with determining funding sources (allocation) for contracts; (monitors purchase orders against contract amount and makes recommendations to increase/decrease dollar amounts, suggest amendments to contracts. Processes invoices against contacted purchase orders for payment.
- Assist with the preparation of financial budgetary and statistical reports (budgetary reports to assist with reconciliation; detailed trial balance). Provides summaries and reports of fund allocation to auditing staff (as needed, trial balance-detail and/or summary). Assists in review of regulations and policies for compliance.
- Assists in the collection of RMS data for State and Federal financial reporting; development and maintenance of records control systems for reports and related supporting documentation and implementation. (Spreadsheets, databases for monthly financial report and random moment time studies.)
- Attends conferences and training.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates can be developed after employment)

- **Knowledge of:** Budgeting; bookkeeping; accounting; employee training and development; public relations; agency policies and procedures; government structure and process*.
- **Skill In:** Usage of Microsoft Office and accounting software and/or programs.
- **Ability to:** Define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals and percentages; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public; cooperate with co-workers on group projects.

ESSENTIAL JOB FACTORS:

- Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee