

POSITION DESCRIPTION

Job Title: Fiscal Director, Wood County Juvenile Court

Nature of Position: Full-time, unclassified, FLSA exempt (professional) position appointed by and serving at the pleasure of the Juvenile Court Judge.

Duties and Responsibilities:

- Prepares payroll.
- Collects time and attendance records.
- Tracks invoices and processes payments made by contractors.
- Prepares pay-ins and billbacks for auditor.
- Prepares purchase orders; submits related contracts for review.
- Completes bank deposit.
- Balances monthly cashbook.
- Issues monthly checks.
- Completes annual financial reports.
- Prepares and distributes financial summary reports as needed.
- Acts as group representative for county benefits.
- Completes monthly and ongoing insurance reports.
- Acts as FMLA administrator for qualified employee leave.
- Assists department directors with grant application and management.
- Assists department directors with new employee onboarding and training.
- Assists department directors with budget preparation.
- Assists departments directors with purchasing.
- All other duties as assigned by the Judge and Executive Director.

Minimum Qualifications:

- Bachelor's degree or an equivalent in education, training, and experience in accounting, human resources, or public administration.
- A minimum of two years of fiscal or human resources experience or related experience preferred.
- Computer proficiency with experience using Microsoft Office products including Word, Outlook, and Excel.
- Detail-oriented. Ability to prepare work neatly and precisely.
- Ability to maintain confidentiality and handle sensitive issues with discretion.
- Ability to manage a variety of projects simultaneously.

Hours and Benefits:

Full-time. Forty hours per week with a paid lunch hour. Hours are Monday through Friday, 8:30 until 4:30. Health, dental, vision, prescription, life insurance, and wellness benefits are available. Salary range \$60,000-\$65,000.

Application Process:

Please submit a completed and notarized Wood County Juvenile/Probate Court employment application as well as a resume and cover letter describing your qualifications. Submissions should be mailed to the address below or submitted via e-mail to jrobeson@woodcountyohio.gov.

Wood County Juvenile Court
Attn: Jennifer Robeson
1032 S. Dunbridge Rd.
Bowling Green OH 43402