



## POSITION POSTING

**Position:** Fiscal Clerk  
Full-Time Permanent, Classified Position

**Apply to:** Clinton County Board of DD  
**Administration**  
180 E. Sugartree Street  
P.O. Box 781  
Wilmington, Ohio 45177

**Availability:** On or after May 26, 2026

**Starting Salary Range:** Commensurate on Education and Experience

**Deadline for Application:** Until filled

Internal applicants must submit a resume and letter of interest directly to Kyle Lewis, Superintendent. External applicants must complete an application to be considered for employment. Applications are available online at <https://co.clinton.oh.us/boardofdd/> or at the Board office. Applications should be submitted to the attention of Julie Eastes, Business Manager in person or by email [jeastes@clintondd.org](mailto:jeastes@clintondd.org).

### **Qualifications:**

*An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An acceptable qualification includes but is not limited to:*

Associate's Degree in general accounting or related field and three years job-related working experience.

Applicant must be twenty-one years or older. Applicant must be insurable and remain insurable throughout the course of employment by Clinton County DD's insurance. Employee must provide proof of personal vehicle insurance coverage upon initial employment and then throughout the course of employment as required. A conditionally hired employee must pass a post-offer drug test as a condition of continued employment, and then is required to remain substance abuse free and to submit to alcohol and drug testing in accordance with the Clinton County policy throughout the course of employment. An employee is required to submit to background checks as a condition of initial and continued employment, as specified by Board policy. A conditionally hired employee is required to document his or her identity and employment eligibility within 3 days of original appointment in compliance with Immigration Reform & Control Act requirements. Employee must comply with all Board policies and applicable requirements, and perform the job to performance standards throughout the course of employment. Possession of a required license, registration or certification.

Posting Dates: Internal & External Mar 25, 2026

## **Job Responsibilities:**

**To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below and any other duties required. Reasonable accommodations that do not create an undue hardship are made for a person who is disabled as prescribed by the Americans With Disabilities Act.**

Completes and submits agency payroll.

Performs HR duties, including tracking leave balances, corresponding with staff regarding HR questions and procedures, maintaining of personnel files and other responsibilities as assigned.

Processes purchase orders and prepares invoices for payment. Ensures billing codes and state account codes are applied. Scans and links vouchers into financial systems.

Receipts income and records income data into financial system. Deposits income into county treasury. Bill other agencies when appropriate.

Maintains and updates vendor lists in the financial systems. Collects and submits vendor forms to the County Auditor for new vendors requests.

Posts financial data into financial system including payroll, benefits, revenue, expenditures, and other information.

Reconciles end-of-month balances with County Auditor.

Prepares Title XX quarterly reports for submission to ODDD in accordance with guidelines set forth in the grant agreement.

Enters local funded services in Gatekeeper and ensures invoices are in accordance with the payment authorization for services set by the SSA department.

Provides input regarding internal processes to create efficient and effective work procedures for administrative tasks.

Maintains agency inventory.

Coordinates the National WebCheck system and all background checks for staff and outside entities.

Performs other accounting duties as assigned to complete financial picture of the agency.

Prepares, distributes, receives and files, forms and a variety of department records.

Maintains and complies with confidentiality principles and standards.

Exhibits regular and predictable attendance.

Travels off site to perform job responsibilities. Attends trainings as required.

Performs other related duties as assigned by supervisor.

***Clinton County Board of Developmental Disabilities is an Equal Opportunity Employer***