



Fiscal Specialist

Department: Clinton County Job and Family Services- Fiscal

Reports to: Fiscal Supervisor

Employment Status: Full-Time Classification: Classified (Non-Exempt)

Schedule: Mon–Fri, 7:30 a.m.–4:30 p.m.

Starting Pay: 17.68

Probationary Period: 365 days

About the Role

Clinton County Job and Family Services is seeking a detail-oriented and highly organized Fiscal Specialist to support financial, reporting, and budgetary functions across all agency programs, including Public Assistance, Child Support, Child Protection, Child Care, Adult Protective Services, Workforce/WIA, Family & Children First, and more. In this role, you will help maintain accurate fiscal operations, support compliance, and ensure financial activities run smoothly to support the agency's mission.

What You'll Do

- Assist with payroll administration, maintain employee leave records, and complete required time study reporting.
 - Review and process provider invoices, maintain contract records and documentation, and ensure payment accuracy.
 - Maintain Title IV-E eligibility documentation and related financial records for children in agency custody, including medical coverage coordination and assistance with benefit applications and tracking.
 - Maintain agency financial and budget records, in coordination with the County Auditor; prepare monthly, quarterly, and annual fiscal reports.
 - Participate in required agency, state, and professional training to maintain knowledge of applicable laws, procedures, and updates.
 - Maintain accurate records and documentation while effectively managing multiple priorities and meeting required deadlines.
 - Maintain confidentiality while following federal, state, local and internal agency policies.
 - Performs other related duties as assigned.
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Minimum Qualifications

- High School Diploma or GED.
- Professional experience in accounting bookkeeping OR vocational certification in accounting.
- Proficiency with Microsoft Office, particularly Excel, and various software programs.

- Valid Ohio Driver's License, insurance, and reliable transportation.
- Ability to complete all essential job duties.
- Strong attention to detail and ability to learn complex regulations.
- Clear, professional communication skills and ability to work effectively with others
- Regular, predictable attendance and adherence to agency policies.
- Must pass all required background checks and screenings, including:

- BCI & FBI background checks
- Bureau of Motor Vehicles
- Pre-employment drug screening

Physical Requirements

- Prolonged periods of sitting and computer work
- Occasional Standing, walking, bending, reaching and lifting

Preferred Qualifications

- Knowledge of general office procedures; experience maintaining office equipment.
- Experience in local, state, or federal government fiscal operations.
- Strong mathematical, organizational, and time-management skills

What We Offer

- Comprehensive benefits (medical, dental, vision, retirement)
- Paid time off & holidays
- Paid training and professional development opportunities
- A supportive team committed to making a difference



How to Apply

Send a **cover letter, resume, and 3 professional references to:**
Nicole.Myers@jfs.ohio.gov or apply on Indeed.com

Clinton County is an **Equal Opportunity Employer.**

Note: This description is not all-inclusive and may change as needed.