



Franklin County Emergency Management and Homeland Security

5300 Strawberry Farms Blvd Columbus, OH 43230

Job Announcement

POSITION TITLE: FISCAL MANAGER **TYPE:** FULLTIME - EXEMPT

SALARY: \$75,000 - \$85,000 annually, plus a comprehensive benefits package 180-day Probationary Period

Roles and Responsibilities:

The primary purpose of the Fiscal Manager is to develop agency budgets and to maintain or track agency expenses related to the budget through developed reports distributed on a periodic basis. Typical duties include, but are not limited to:

- Prepare agency budgets and monitors agency appropriations.
- Prepare internal and external fiscal reports for submission to county administration.
- Prepare and maintain federal reimbursement grant documents, i.e., Emergency Management Preparedness Grant, State Homeland Security Grant, and other public assistance related grants.
- Track and process accounts payable, receivable, grant fiscal records, purchasing, and other related activities.
- Process and present fiscal status reports to the Executive Committee.
- Prepare and present information to the Franklin County Office of Management Budget, Auditor, and Treasurer.
- Serve the agency as the fiscal agent for the Chemical Emergency Preparedness Advisory Council (CEPAC).
- Complete training classes as required to assist with agency emergency management duties as assigned.

These duties are illustrative only and you may perform some or all these duties or other job-related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of general fiscal practices, i.e., budgeting, bookkeeping, accounting, management, agency policies & procedures, government structure and process.
- Skills in operation of general office equipment.
- Skills in Microsoft office.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively communicate with the public in writing and orally.
- Ability to perform duties with little to no supervision.

Minimum Qualifications:

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field or a minimum five (5) years of professional experience in governmental fund accounting.
- Must maintain a valid Ohio driver's license.

Preferred Qualifications:

- Government accounting or finance experience

DATE POSTED: 3 February 2023

DEADLINE TO APPLY: Until Filled

BACKGROUND: Applicant must submit to a pre-employment background check.

If interested, please email resume and cover letter to: fcemhs@franklincountyoio.gov

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