

Job Title: Budgetary Specialist

Department: County Auditors office

Civil Service Status: Unclassified

Core Business Hours: 8:00 a.m – 4:00 p.m.

Employment Status: Full-Time

Basic knowledge requirements:

1. Familiarity with Microsoft Office
2. Basic of understanding of accounting processes
3. Basic understanding of computers and technology

General requirements:

1. Good customer relations skills
2. Ability to remain level-headed when dealing with unhappy customers
3. Be self-motivated
4. Be able to multi-task and remember timelines for repetitive duties
5. Be familiar with general office equipment, including copying, faxing, scanning, sending and receiving email attachments, etc.

Job Duties:

1. Enter and balance yearly budget requests – revenue and expenses
2. Verify, enter, and post all revisions to budgets (Transfers, Additional Appropriations, Appropriation Reductions, and Amended Certificates)
3. Maintain budgeting & activity spreadsheets
4. Monitor status of appropriations for expenditures; work with departments to correct problems
5. Open and liquidate Purchase Orders for all departments; verify availability of funds
6. Enter and balance all required vouchers for submission to Commissioners and processing; check vouchers for proper documentation and accuracy as well as availability of funds
7. Post pay-ins made daily for various funds
8. Post all receipts or debits provided by the Treasurer's office on Form 6
9. Calculate and pay in interest for applicable departments
10. Process vouchers as approved and mail all checks (Commissioners and Statutory)

11. Complete spreadsheet of all processed Commissioners vouchers for Commissioners' minutes
12. Process direct deposit uploads for vouchers paid by direct deposit
13. Maintain all postings – file or PDF- according to retention schedules
14. Make all payroll-related postings bi-weekly
15. Process manual postings for ACH withdrawals and on behalf of payments
16. Balance with Treasurer's Office weekly
17. Perform end of month balancing and close out; upload all financial reports to website
18. Calculate and distribute all State pass-through revenue monthly:
 - Local Government
 - Auto Registration
 - Township Gas
 - Library Local Government
 - Municipal Fund
19. Distribute all settlement monies per direction from Auditor or Settlement clerk
20. Prepare 1099s for mailing; upload documents to IRS
21. Process end of year and generate all required reports
22. Maintain fund & account index in computer system
23. Set up new funds and accounts as needed; request permission as required

How to Apply:

Interested candidates are encouraged to submit their resume and cover letter to Derek.Householder@perrycountyohio.net. Please include "Budget Clerk" in the subject line. Only qualified candidates will be contacted for interviews. Resumes will be accepted until the position is filled.