



FISCAL SPECIALIST

Posting Date: Monday, November 28, 2022

Deadline to Apply: Open Until Filled

Salary range: \$40,000 to \$45,000/annual (salary is commensurate with experience).

The Mental Health & Recovery Board of Portage County is seeking a full-time Fiscal Specialist position to join its organization that plans, funds, and monitors mental health and addiction prevention, treatment, and recovery support services for the residents of Portage County.

Qualifications: Associates Degree in Accounting and/or relevant job experience. Experience in Accounts Payable, Accounts Receivable, Payroll, and General Ledger. Experience with complicated account reconciliations. Computer proficiency in spreadsheet and general ledger software. (Microsoft Office experience preferred). Ability to manage sensitive and confidential telephone and face-to-face contacts with public and government officials. Ability to work independently; effective communication skills; and ability to work well with others. Ability to adapt to changing priorities while staying focused on the big picture. Proven collaborator and able to problem solve. Accurate mindfulness in doing day to day work. Valid Driver's License and Auto Insurance.

Please complete the County Application Form and send a resume and cover letter that describes experience you have in the following areas:

Process weekly Accounts Payable to include submission of vouchers to the County Auditor's office for payment. Compare vendor backup to invoices and contact the vendors to make the corrections or answer their questions. Input data in County MUNIS system and Board Sage 50. G/L. Maintain various additional vendor grant spreadsheets. Scans weekly batches to vendors. Process purchase requisition needs for Board and Board staff. Input data into MUNIS. Follow up with County Purchasing Office to maintain timely workflow of purchasing documents. Input new vendor information to County system and follow up on status. Prepare monthly composite invoice lists for Board packet. Maintains Microsoft Excel payment spreadsheet (accumulator) reconciling back to MUNIS and Peachtree weekly. Process bi-weekly payroll for Board staff. Input information into MUNIS and G/L. Track leave accrual balances for employees. Ensure timely submission of P/R documentation to County Payroll office. Process employee personnel paperwork affecting pay, benefits and leave accruals. Process billings to County agencies and private vendors. Process all remittances of receivables and post to MUNIS and G/L. Track status of aged receivables and reconcile monthly. Track payments received from the County Levy funds due and post to G/L. Reconcile Account Receivable Accounts monthly. Aids in preparation of Board Finance Committee materials. Provides back up in the absence of the Secretary. Reconcile contract balances, update spreadsheets, and upload files to HE weekly. Maintain necessary documents and information for monthly grant billings for Chief Financial Officer to submit to the State. Maintain tracking schedules as assigned. Reconciles project codes in Sage 50, and SmartCare weekly. Reconciles MUNIS monthly and creates general journal entries in MUNIS and Sage 50 to tie project codes tied to Sage 50. Reconciles operating cash within five days of month end. Ability to drive as needed for contracts, payroll, and other items as needed. Other duties as assigned.

How to Apply:

- **The county application form is *required* when applying. Please complete the County application on the Portage County HR website link below:**
www.co.portage.oh.us/human-resources/pages/job-opportunities
- Resume and cover letter can be faxed, emailed, mailed, or submitted in person from 8:30 am to 4:30 pm Monday-Friday.

PORTAGE COUNTY HUMAN RESOURCES
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PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER