



POSITION AVAILABLE:

Fiscal Specialist

POSTING DATE: Wednesday, May 19, 2021
DEADLINE TO APPLY: Open until filled
DEPARTMENT: Mental Health & Recovery Board of Portage County
LOCATION: 155 E. Main Street Kent, OH 44240
SCHEDULE: Monday - Friday, 8:00am - 4:30pm
May be required to work evening hours or flex time
SALARY: Commensurate with experience

MINIMUM QUALIFICATIONS:

Associates Degree in Accounting and/or relevant job experience. Experience in Accounts Payable, Accounts Receivable, payroll and general ledger. Experience with complex account reconciliations. Proficiency in Excel and general ledger software. Experience with pivot tables preferred. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards. Must pass a drug test.

EXAMPLE OF DUTIES:

Process weekly Accounts Payable to include submission of vouchers to the County Auditor's office for payment. Put all entries into MUNIS and G/L. Compare vendor backup to invoices and contact the vendors to make the corrections. Maintain various additional vendor grant spreadsheets. Answer vendor questions. Process purchase requisition needs for Board and Board staff. 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. Maintain excel payment accumulator to ensure payments are expensed correctly and they reconcile back to MUNIS & Sage 50 weekly. Process bi-weekly payroll for Board staff. 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. Track status of aged receivables and reconcile monthly. Track payments received from the County Levy funds due. Reconcile Account Receivable Accounts monthly. Aid in preparation of Board Finance Committee materials. Provides backup in the absence of 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. Tracking schedules as assigned. Reconcile Sage 50 to Smartcare, and Accumulator weekly. Reconcile MUNIS to Sage 50 monthly. Reconcile cash accounts within five days of month end. Travel to County Admin building as needed. Other duties as assigned. Reports to Chief Financial Officer.

For full job description, click [HERE](#)

HOW TO APPLY:

- THE MHRB APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)