



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

Job Title:	Assistant Fiscal Officer
Responsible to:	Chief Fiscal Officer
Public Health Core Competency Level:	Level 1
Positions Supervised:	None
Work Hours:	Full time, 35 hours per week, usual hours 8-4, M-F, Evenings/weekends may be required.
Grant-Funded:	This position is not grant funded

Essential Functions: Under the general direction of the Chief Fiscal Officer, the Assistant Fiscal Officer provides assistance with the maintenance of financial records, processing payroll, obtaining purchase orders, monthly reconciliation of accounts, preparing financial reports for the Chief Fiscal Officer, acting as the backup liaison with the Board of Health, and assisting the Health Commissioner as needed in order to ensure the financial well-being of the Health District. The position encompasses a wide variety of day-to-day budgetary responsibilities.

Minimum Qualifications:

- Completion of at least a high school degree.
- Minimum of two years of experience in budgeting and financial reporting.
- Advanced computer skills using PC-based software and hardware (Microsoft Office, Word, Excel, PowerPoint).
- Good communication skills with accuracy in spelling and grammar.
- An equivalent combination of education and experience determined to be acceptable.
- Ability to maintain strict confidentiality.
- Ability to plan, organize and complete work accurately and on time.

Preferred Qualifications:

- Experience with Tyler Munis product and InSITE time keeping system.
- Business and/or accounting degree preferred.
- Government or public health accounting experience preferred.
- Notary preferred.
- Exposure to laws, and regulations of government and grant accounting.
- Experience with government accounting in accordance with Generally Accepted Accounting Principles, ODH GAAP Manual, and other applicable regulations.

Position Specific Responsibilities:

- Assist the Chief Fiscal Officer with overseeing the financial funds/accounts of the Butler County General Health District.
- Assist with the daily processing of deposits and performing pay-ins to the Butler County Auditor and Butler County Treasurer.
- Assist the Chief Fiscal Officer with tracking and reporting all revenue and expenditures and creating monthly financial reports for the Board of Health.
- Assist the Chief Fiscal Officer with budgeting, applying for, tracking and reporting all revenue and expenditures for all grants or specific grants as assigned.
- Assist the Chief Fiscal Officer with tracking and reporting all revenue and expenditures needed to create annual reports as required by the Auditor of State and the Ohio Department of Health.
- Assist the Chief Fiscal Officer with the cost methodology process to set annual fees for mandated programs.
- Perform all payroll-related tasks including entering newly hired employees and all other employee changes into the payroll system, assisting employees with the electronic time keeping system, calculating and inputting payroll into the Butler County Auditor's financial system and tracking staff salary and benefit payments.
- Calculate, post and track all staff accrued and used leave benefits for each pay period.
- Track vehicle inventory, drivers, repairs, and expenses.
- Assist the Chief Fiscal Officer in tracking and updating the agency equipment inventory.
- Complete required training for emergency preparedness and cross-train on other office functions.

Required Knowledge, Skills and Abilities

- Knowledge of fiscal best practices.
- Experience working with large and complex budgets.
- Skilled with general office, payroll, and accounting software, particularly Microsoft Office.
- Ability to communicate effectively in both written and verbal form.
- Strong interpersonal and communication skills.
- Advocates sound financial/business decision making; demonstrates the highest honesty/integrity.
- Ability to coordinate numerous demands simultaneously to successful completion.
- Ability to meet the public courteously and provide high quality customer service.
- Ability and motivation to work independently on assigned tasks.

Primary Duties include (general summary and not all-inclusive):

- Ensures agency mission, vision and programmatic success
- Functions as an assistant to the Chief Fiscal Officer
- Works in accordance with all established policies, procedures, applicable statutes and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Health, Ohio Department of Agriculture, and others as required
- Educates and informs the community about health related topics as needed

- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed
- Participates in required trainings (in person, webinars, online, etc.), often involving local and state travel
- Follows and adheres to cost methodology or budgeting as appropriate

Other:

- Serves a probationary period of 120 days
- Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
- May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Evening and weekend work may be required during public health events, investigations or emergencies
- Other duties as assigned
- Position may be subject to background check
- Valid OHIO Driver’s license in good standing, and insurable by the Board of Health’s Policy
- Complete required FEMA classes within 2 months of hire
- **Public Health Core Competencies Level One position (See Attachment A)**

Is this position EXEMPT or NON-EXEMPT from compensatory time?	NON-EXEMPT
Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position?	NO
Does this position require advanced TECHNICAL skills?	NO
Is this position FULL TIME or PART TIME?	FULL
Is this a 100% GRANT FUNDED position?	NO

Please send resume with cover letter explaining your interest in this position or special qualifications to: BOH@butlercountyohio.org. Position is posted on our website: www.butlercountyohio.org/health Position will remain open until filled.

An Equal Opportunity Employer

Appendix A.

This is a Tier ONE position

TIER ONE CORE COMPETENCIES FOR PUBLIC HEALTH

Analytical/Assessment Skills

1. Be ethical at all times
2. Use the best information technology for data and information

Policy Development/Program Planning Skills

1. Contribute to and help implement programs, policies, and services
2. Gather information about programs, policies, and services

Communication Skills

1. Communicate in writing and orally using proper grammar and punctuation at the reading level and language of the customer
2. Provide data and information to professionals and the public using a variety of approaches (e.g., websites, social media, written reports, presentations, email, letters, fliers, etc.)

Cultural Competency Skills

1. Describe the ways diversity may influence policies, programs, services, and the health of a community
2. Recognize and appreciate the contribution of diverse/different perspectives in planning programs and delivering services that affect the health of a community

Community Practice Skills

1. Describe programs and services provided by various organizations to improve the health of a community
2. Help to develop relationships that improve health in a community

Public Health Sciences Skills

1. Understand basic public health concepts

Financial Planning and Management Skills

1. Follow organizational policies and procedures
2. Be a team player to assist in achieving goals (e.g., participate in teams, encourage sharing of ideas, respect different points of view)

Leadership and Systems Thinking Skills

1. Maintain the highest ethical standards in all interactions with co-workers, customers, community, organizations, and agencies
2. Describe the ways public health, health care, and other organizations can work together or individually to impact the health of a community
3. Participate in all professional development opportunities offered to you to improve your work related skill and abilities.