

POSITION DESCRIPTION FISCAL SUPERVISOR

EMPLOYEE:		FLSA STATUS	Exempt
	<i>Surname</i>	<i>First Name</i>	
CLASSIFICATION:	Fiscal Supervisor	JOB TITLE:	Fiscal Supervisor
REPORTS TO:	Director of Fiscal Affairs	UNIT:	Fiscal

JOB SUMMARY

Under supervision, processes and maintains payroll activities, Supervises the Fiscal Data Analyst position(s), Oversees the Medicaid application process and the IV-E eligibility reimbursement process, Serves as the coordinator for the random moment study process

ESSENTIAL FUNCTIONS OF THE JOB

1. Is familiar with and functions in accordance with the classification specifications and approved policies, procedures and directives.
2. Provides direct and functional supervision to departmental staff. In accordance with established policies, procedures, regulations and expectations, provides oversight and assistance as necessary to maintain workload requirements. Orients, trains, assigns and reviews work, evaluates and initiates corrective action of departmental staff.
3. Assists with the development of departmental work procedures and the development of agency policy. Develops and maintains the expertise to perform, provide input/direction and/or backup to various departmental functions including but not limited to: payroll, purchasing, accounts payable, accounts receivable, records retention and inventory.
4. Serves as a liaison with agency staff and external agencies and community resources to ensure the efficient, courteous and effective delivery of casework services.
5. Attends meetings and seminars.
6. Presents self in professional and culturally sensitive manner to co-workers, staff, other agency personnel, and the public.
7. Processes and maintains Agency payroll activities including but not limited to orienting and training new staff on the Agency time card system (AoD) and processing required paperwork for the Auditor's office and the County's employee benefits plan.
8. Prepares Random Moment Study and special reports.
9. Monitors and reviews the following programs for compliance with state and federal guidelines: Title IV-E Foster Care Maintenance eligibility, Adoption Subsidies (Title IV-E AA, SAMS, PASS, Non-recurring Adoption Expenses), Kinship Permanency Incentive.
10. Prepares required documents and attends State hearings (upon the request of the FBC Manager or Director of Fiscal Affairs) for the following programs: adoption subsidies (AA & SAMS), Kinship Permanency Incentive, and PASSS.
11. Assists with and is accountable for information provided for fiscal audits or program reviews conducted by the State of Ohio Auditor's office, the Ohio Department of Job and Family Services, and/all other funding sources and reporting entities.
12. Completes projects and assignments within required or expected time frames.
13. Clearly and professionally communicates with management, staff, clients and families; demonstrates good speaking, listing and writing skills.
14. Serves as a backup to the Director of Fiscal Affairs.

15. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
16. Performs other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to apply Agency policies, procedures, processes and union contract to the essential functions of the job and oversight of the fiscal department functions.
- Ability to apply general concepts to the specific areas of accounting, auditing, purchasing and payroll
- Ability to review, analyze, interpret and/or apply federal and state laws, rules, regulations, policies and procedure to applicable programs.
- Exceptional organization skills to effectively manage multiple priorities.
- Knowledge of common computer application programs.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

May encounter hostile or irate applicants/clients or individuals; may have some exposure to individuals with contagious or communicable disease; is occasionally exposed to unsanitary conditions (insect infestation, bodily wastes), noise, and odors; is exposed to common chemicals found in an office environment, such as toner and correction fluid.

QUALIFICATIONS (Coursework, training, work experience, or equivalent combination)

- (1) Bachelor's Degree in Accounting or Business Management
- (2) Three (3) years of experience in accounting and
- (3) Complete a successful criminal background check and maintain employment eligibility status.

Prepared by: Donald R. Starett HRM **Date:** 5/2015

Employee: _____ **Date:** _____