



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: ASSISTANT BUSINESS MANAGER  
DEPARTMENT: JOB AND FAMILY SERVICES,  
HUMAN SERVICES DIVISION  
PROBATIONARY RATE: \$18.46 - \$24.46 PER HOUR  
PAY RANGE: 15  
SCHEDULED HOURS: 40 HOURS PER WEEK  
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE  
CALENDAR DAYS, BEGINNING NOVEMBER 9, 2022.

**APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US**  
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN  
CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN  
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:  
[SUSAN.SPENCER@CO.WARREN.OH.US](mailto:SUSAN.SPENCER@CO.WARREN.OH.US) . PLEASE CONTACT SUSAN SPENCER  
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

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**Position Title:** Assistant Business  
Manager

**Incumbent:**

**Class Title:**

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**Department:** Human Services  
**Reports to:** Business Manager  
**Pay Range:** 15  
**Probation:** 365 Days  
**Work Hours:** 7:00 A.M. to 4:30 P.M.

**FLSA Status:** Non-exempt  
**Civil Service Status:** Classified  
**Employment Status:** Full-time  
**Lunch:** Unpaid

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## **JOB RESPONSIBILITIES:**

Under direction, assists the Business Manager and Administration in the daily functions and activities of the Human Services fiscal department and may supervise its employees, maintain personnel records, maintain accounting ledgers, complete monthly and quarterly financial statements, code invoices for state, maintain inventory, monitor reimbursement, remain updated on fiscal policies, and generate payroll. Performs other related duties as required.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of post-secondary education with major course work in finance, accounting, business administration, or other related field, and two years' experience in an accounting position; or training and/or work experience which evidences a thorough knowledge of accounting, budgeting and office practices; a general knowledge of supervision and management practices; and/or equivalent.

## **LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License

## **ESSENTIAL FUNCTIONS:**

1. Assists in the direction and administration of the workflow and activities of the fiscal office of Human Services.

## **WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION**

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2. Interprets, recommends, implements and enforces policies with the approval of the Business Manager and Administration.
3. Assists the Business Manager in developing the annual department budget.
4. Assists in developing procedures and maintains fiscal data.
5. Assists in auditing receivable and disbursements internally.
6. Assists with the purchase order process.
7. Prepares operating financial and statistical reports for the Business Manager and Administration.
8. Handles complaints and resolves customer billing problems in cooperation with other staff members.
9. Works in collaboration with State/local entities to ensure smooth Human Services fiscal department's daily operations.
10. Processes employee related forms including payroll, FMLA, new employee paperwork, and leave forms.
11. Operates office equipment (e.g. computer, typewriter, calculator, copier, etc.).
12. Attend staff meetings and may present information at staff meetings.
13. Demonstrates a regular and predictable attendance.
14. Follows all safety and health practices of the Warren County Board of Commissioners.
15. Performs other duties as requested by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:** Necessary to perform duties.

**Knowledge of:** accounting; management; office practices and procedures; agency goals and objectives; agency policies and procedures; government structure and process; supervision; scheduling; budgeting.

**Ability to:** understand accounting principles; use statistical analysis, communicate effectively; interview job applicants effectively; operate office equipment.

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**Skills in:** typing, computer operation, calculator, copier, fax, office management.

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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

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**Employee Signature**

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**Date**

**Date Adopted:  
Date Revised:10/27/2022  
Posdes 131**