



**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 DEPENDING ON QUALIFICATIONS

JOB CLASSIFICATION TITLE: FISCAL ASSISTANT  
DEPARTMENT: WATER AND SEWER  
PROBATIONARY RATE: \$16.08 - \$18.68 /HOUR (365-DAYS)  
PAY RANGE: #14  
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 JANUARY 11, 2021.

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

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. JANUARY 29, 2021

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Position Title:** Water and Sewer Fiscal      **Incumbent:**  
Assistant

**Class Title:**

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<b>Department:</b>	Water & Sewer	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Business Manager	<b>Civil Service Status:</b>	Classified
<b>Pay Range:</b>	#14	<b>Employment Status:</b>	Full-time
<b>Probation:</b>	365 Days	<b>Lunch:</b>	Unpaid
<b>Work Hours:</b>	8:00 A.M. to 5:00 P.M.		

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**JOB RESPONSIBILITIES:**

Under direction, performs various fiscal and purchasing functions; processes various financial transactions and maintains records thereof; coordinates purchases, and ensures proper procurement procedure is followed; processes accounts payable functions; ensure proper procedures are followed; schedule inspectors; monitor inventory of office supplies and uniforms; monitors appropriations; 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 secondary education with emphasis in business or public administration and two (2) years experience in related field, or training and/or work experience which evidences an advanced knowledge of bookkeeping and purchasing procedures.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Ohio Valid Drivers License

**ESSENTIAL FUNCTIONS:**

1. Processes various financial transactions on behalf of the Water and Sewer Department (e.g., pays bills, invoices for goods and services provided, ensures collection of funds, etc.).
2. Prepares resolutions for the accuracy and availability of funds.
3. Maintains various department account ledgers and balances monthly against County Auditor records.

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POSITION DESCRIPTION**

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4. Completes all pay-ins and balances monthly with the Auditors' Office.
5. Responds to Auditor or Treasurer's Office with any issues that arises regarding pay-ins.
6. Respond to vendor's inquiries, answer questions regarding invoices and payment.
7. Coordinates purchases under the State Cooperative Purchasing Program.
8. Responsible for timely and accurate processing of accounts receivables and payables.
9. Processes all refunds and overpayment requests and distribution thereof in accordance with existing guidelines.
10. Develop and maintain good working relationships with department representatives, Auditor's Office personnel and vendors.
11. Assist and serve as back-up to Assistant Business Manager for daily accounting processes and procedures.
12. Assist various divisions within Water & Sewer with financial reports or information as requested.
12. Demonstrates regular and predictable attendance.
13. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Produce, review, and disseminate reports related to duties as assigned.
2. Respond to customer inquiries either by phone or email.
3. May train and/or assist clerical staff.
4. Performs other duties as assigned by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

Knowledge of: accounting and advanced bookkeeping principles; data processing and equipment; office practices and procedures; agency goals and objectives; government structure and process.

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**Ability to:** communicate effectively; calculate numbers; gather, collate and classify information about data, people and things; understand accounting and advanced bookkeeping procedures; use statistical analyses; develop and maintain effective working relationships; prepare and maintain meaningful, concise, accurate records and reports; carry out instructions; prepare resolutions; answer inquiries from potential bidders on County purchasing contracts.

**Skill in:** typing; computer operation; operation of office equipment; filing.

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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's Signature)

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(Date)

**Date Adopted:  
Date Revised:**