



**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)

---

OFFICE OF MANAGEMENT AND BUDGET

ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE: FISCAL ASSISTANT – ACCOUNTING  
DEPARTMENT: WATER AND SEWER  
PROBATIONARY RATE: \$18.75 - \$25.50 /HOUR (365-DAYS)  
PAY RANGE: #14  
SCHEDULED HOURS: 40 HOURS PER WEEK  
MONDAY - FRIDAY  
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 JUNE 8, 2022.

**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 WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 4

---

**Position Title: Fiscal Assistant - Accounting**

**Incumbent:**

---

**Department: Water/Sewer**  
**Reports To: Business Manager**  
**Pay Range: #**  
**Probation: 365 Days**  
**Work Hours: 40 Hours per week**

**FLSA Status:**  
**Civil Service Status:**  
**Employment Status:**  
**Lunch:**

**Non-exempt**  
**Classified**  
**Full-time**  
**Unpaid**

---

**JOB RESPONSIBILITIES:**

Under direction assists the Business Manager in the direction and administration of the daily functions and activities of the accounting office and may supervise its employees; develops accounting procedures and is responsible for department's fiscal functions; 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:**

Post-Secondary Degree in Accounting or related field preferred; 1-3 Years of experience working with payroll, accounts receivable, and accounts payable; 1-3 Years with General Accounting Experience; Knowledge of Governmental Accounting is preferred; Experience with MUNIS is a plus

**ESSENTIAL FUNCTIONS:**

1. Full Back-Up to Assistant Business Manager; Assists in the direction & administration of the work flow and activities of the accounting office; Daily, Weekly, & Monthly Cash Receipts Reporting & Reconciliation; End of Month Closing, Reconciliation, Reporting and Transfer; Maintain Operational, Historical, Analytical and Demographical Spreadsheets required by the Business Manager or Auditors Office; Processing Payroll and Human Resource Functions

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

---

Page 2 of 4

- 2. In charge of Collections Management; Running reports on final/closed accounts with balance greater than 90 Days; Processing & Mailing Collection Letters-1<sup>st</sup> Notice, 2<sup>nd</sup> Notice and Final Notice; Keeps track of Days Receivables Outstanding Statistics by District; Tracks Outstanding Receivables and Demographics with Debt Collection for Analysis**
- 3. Auditing all Accounts Payable Invoices entered into MUNIS**
- 4. Create and maintain historical spreadsheets pertaining to energy consumption and costs for all Water & Sewer facilities, Booster stations and Lift Stations.**
- 5. In charge of collaborating and gathering information for the RFP on Energy for Water & Sewer and other associated Warren County departments.**
- 6. Assist in the process of preparing bid specifications, bid opening letters, and notice of intent to award bid letters for Water Treatment Chemicals, Restoration Services, or other items or services that meet criteria for competitive bidding.**
- 7. Coordinate Purchases under the State Cooperative Program**
- 8. Assist BM & ABM with Annual State Audit and EOY Reporting for both Warren County & State of Ohio Auditors.**
- 9. Trained on Daily, Monthly and Annual Reconciliation of Deposit Refunds and all associated spreadsheets.**
- 10. Set up outside Escrow Accounts for Capital Projects that meet the requirement for retainage to be held.**
- 11. Coordinate and Process Records & Retention for Department**
- 12. Coordinate the posting, selling, pick-up and/or disposal of any auction items Water & Sewer department wishes to put out for bid on Gov Deals.**
- 13. Coordinate and prepare both the MRO and Furniture/Equipment Annual Inventory for audit by Business Manager.**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

---

- 14. Ordering Office Supplies for the main office and Warren County Water & Sewer Plants.**
- 15. Preparing the 1099-S for any acquisitions of land or easements that meet criteria.**
- 16. Monitor any current Service Agreements and Contracts to ensure both services provided and costs are within the scope of the agreement and to inform Business Manager in a timely manner when a contract is approaching expiration.**
- 17. Maintain demographical spreadsheets by districts pertaining to customer's water consumption; billed amount, and service dates.**
- 18. Reconciling Payroll for any Overtime, Sick Time, FMLA, Comp Time and Vacation used by Water & Sewer employees and sending updated report to Supervisors Bi-Weekly.**
- 19. Preparing Resolutions for Emergency Purchase Orders when approved by Engineers or Business Manager.**
- 20. Preparing Resolutions for new Service Agreements when service agreement is approved by both the Prosecutor's Office and Business Manager.**
- 21. Coordinate and track Special Assessment Bonds and reconcile monthly. Notify Business Manager when Rules & Regulations need to be updated.**
- 22. \*Perform Special Accounting Projects as directed. This could include but is not limited to conducting surveys, research projects, tracking productivity, preparing statistical reports, etc. Must be able to be professional at all times and maintain a good rapport with other governmental entities.**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

---

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Recommends equipment, program and work flow updates.
2. Plans field trips on request.
3. Performs other duties as requested by supervisor.

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

**Understanding of GAAP Accounting Principles; Excellent Attention to Detail is a must; Must be able to maintain Professionalism at all times. No exceptions.; Outstanding math & research skills; Ensure Compliance with internal accounting procedures; Working knowledge of standard accounting procedures and principles including budgetary processes; An ability to establish and maintain complex financial records with automated systems; Deadline-driven with excellent time-management ability. Able to organize and prioritize work; follow established codes, policies, and guidelines; Perform work in accordance with safety regulations, guidelines, and practices; Work independently in absence of supervision; understand and carry out oral and written instructions; Communicate effectively, establish, and maintain effective working relationships with others encountered in the workplace; Excellent oral and written communication skills; Ability to multi-task, prioritize, and works well with all personality types; Knowledge of computer equipment and software applications related to assignment, specifically Microsoft Office, and especially Microsoft Excel and PowerPoint.**

---

**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.**

---

(Employee's Signature)

---

(Date)

**Date Adopted:  
Date Revised: 4/26/22**

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747