



Warren County Board of Developmental Disabilities

POSITION AVAILABLE

Date Posted: May 23, 2022

Closing Date: until filled

Position Title:	Fiscal Specialist	Reports To:	Business Services Manager
Division:	Business Services	Civil Service Status:	Classified
Hourly:	\$16.11 - 18.53 (\$33,508.80 - 38,535.12 annually)	FLSA Status:	Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or GED required; Associates or Bachelor’s degree in Business/accounting/finance preferred. Experience in waiver services, accounting and/or bookkeeping required (Associate’s or Bachelor’s degree in related field may be substituted for experience)

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment).

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- Maintains invoices, and updates funding document within agency software to reflect funding authorized to be paid.
- Creates monthly report of authorizations and expenditures.
- Assists with voucher payment and verification of the services.
- Works with staff to manage WCBDD Uber trips and authorizations.
- Manages the invoice, ensures payment is processed and ensures that services are properly authorized.
- Assists with the coordination of Medicaid billing for WCBDD.
- Provides training to staff as assigned by Business Services Manager.
- Compiles unit information for the County Board Cost Report.
- Calculates efficiency percentages monthly.
- Assists with the coordination of third-party insurance efforts.
- Acts as backup to Fiscal Specialist/Financial.
- Posts, updates and balances routine financial information; checks, compares and verifies invoices, statements, packing slips and related information; prepares all vouchers for payment at Auditor’s office.
- Prepares both WCBDD purchase orders and Warren County purchase orders.
- Codes expenses according to chart of accounts.
- Codes and deposits revenues as division needs dictate.
- Performs other related duties as required or assigned.

APPLICATION PROCEDURE:

Submit an application for employment to:

[Click Here](#)

Warren County Board of Developmental Disabilities

42 Kings Way

Lebanon, Ohio 45036

www.warrencountydd.org

E-Mail: employment@warrencountydd.org