

**JOB ANNOUNCEMENT**

**Job Title:** Director of Fiscal Services  
**Department:** Fiscal Services Division, Franklin County Auditor  
**Reports to:** Chief of Staff  
**Annual Pay:** \$70,000 - \$85,000  
**Deadline to apply:** Until filled

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This position plans, directs, and oversees the activities of the Fiscal Division, including system administration, financial reporting, accounts payable, payroll, and financial services departments. The key goals of the Fiscal Division include providing accurate and timely financial information and a high level of accuracy on payment and disbursements to employees, vendors, and local public subdivisions. The Director must be willing to work under highly fluid and stressful situations at certain periods of the year. Strong communication skills and attention to detail are required.

**Overall Responsibilities:**

*Job responsibilities will include, but are not limited to...*

**Organizational:**

- Participates as a member of the organization's executive management team responsible for participating in and contributing to executive level decision-making, including strategic planning, budgeting, and priority setting, with a focus of innovation and efficiency.
- Supervision and management of the Fiscal Division, including recruitment, training, development, and performance management.
- Provides analysis of financial trends for assessment by County Auditor.

**Financial Reporting and Systems:**

- Working through Supervisor of Financial Reporting, oversees preparation of external financial reports of the County, including the Comprehensive Annual Financial Report, Popular Annual Financial Reports, and Schedule of Federal Assistance.
- Oversees development, training and maintenance of the general ledger and financial software of the County.
- Assures that major financial routines are supported by the software and processes are properly integrated to ensure timely and accurate processing of transactions, including coordination of software upgrades.
- Coordinate software contractual arrangements and oversees system administration.

**Accounts Payable and Payroll:**

- Ensures that procedures are in place for all Franklin County employees and vendors to be paid timely and accurately.
- Working through the respective supervisors, oversees the accurate and timely remittance of tax documents to employees, vendors, Internal Revenue Service, and the Ohio Department of Taxation.

- Manages and prepare reporting to public employee retirement and federal, state, and local government agencies.
- Develops and implement policies and procedures to ensure all accounting transactions and record-keeping functions comply with applicable state and federal laws, and accounting principles; monitor and coordinate overall payroll and accounts payable reporting activities.

**Financial Services:**

- Supervise the preparation of the operating budget for the Franklin County Auditor’s office.
- Oversees the general accounting functions including review of disbursements from the Franklin County Auditor budget.
- Oversees the distribution of tax collections to various political subdivisions.
- Provide guidance as necessary to the Clerk of the Budget Commission and Settlement Officers.

**Qualifications**

- Must be a Certified Public Accountant or hold a Masters in Business Administration.
- Familiarity with governmental financial statements.
- Proficiency with Microsoft Office applications with particular emphasis on Excel, Internet Explorer, Outlook, and Word.
- Strong written and oral communication skills.
- Strong planning and organizational skills.
- Strong customer service background to deal with other government officials and to explain complicated issues to the general public.

Interested applicants may apply online at

<http://www.franklincountyauditor.com/administration/employment>.