



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

JOB ANNOUNCEMENT

POSITION TITLE: Deputy Director, Finance (Unclassified) **PCN:** 100440
DEPARTMENT/LOCATION: Finance/Northland Opportunity Center **P. R.:** N20
REPORTS TO: Assistant Director/CFO

RESPONSIBILITIES: Plan, develop, organize and administer the financial policies and programs for the agency. Direct and supervise agency fiscal operations including financial analysis, financial reporting, budgeting, appropriation and revenue control, appropriation accounting, cash management, cost accounting, general accounting, procurement, accounts payable, accounts receivable, payroll, random moment sampling, state and federal audits, vendor and sub recipient audits/monitoring reviews, asset management, and general financial assistance. Train staff, evaluate performance, establish goals, assign and review work. Establish financial tracking, reporting and procedures as needed.

Develop and administer a uniform budget policy and program to accommodate multiple funding sources. Administer budgets and develop financial plans and strategies. Analyze and interpret financial data, programs, and fiscal activities. Prepare and submit financial reports to the State and agency/county executives. Interpret federal, state and local legislation and regulation. Advise Assistant Director/CFO regarding current, pending or proposed legislation, programs and fiscal policies and procedures. Supervise audits and monitor reviews of vendors and sub recipients. Responsible for state and federal audit inquiries, data collection, and responses. Maintain operations to ensure compliance with fiscal policies and accounting principles. Represent the agency on financial matters in the absence of Assistant Director/CFO.

MINIMUM QUALIFICATIONS: Bachelor's degree in accounting, business, public administration or related field with five (5) years of progressively responsible management experience in finance, budgeting, business, public administration or related field; or any equivalent combination of training and experience.

PREFERRED QUALIFICATIONS: Five (5) years of public sector financial experience. Strong analytical skills. Strong verbal and written communication skills. Advanced skills in Word and Excel.

STARTING SALARY: \$30.72 per hour, plus a Comprehensive Benefits Package
DATE POSTED: Tuesday, March 15, 2016
DEADLINE TO APPLY: Wednesday, April 13, 2016

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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