

**OFFICE OF PROSECUTING ATTORNEY
CHILD SUPPORT ENFORCEMENT AGENCY
WAYNE COUNTY, OHIO**

DANIEL R. LUTZ
PROSECUTING ATTORNEY

BRYNN C. JACKSON, DIRECTOR
428 W LIBERTY STREET SUITE 11
WOOSTER, OHIO 44691

**EMPLOYMENT OPPORTUNITY
FISCAL ASSISTANT**

The Wayne County Child Support Enforcement Agency is seeking to fill an opening for a Fiscal Assistant. This position is full-time (40 hours per week). The starting pay for this position is \$13.75 and \$14.44 after successful completion of the probationary period. Wayne County benefits, including health insurance, life insurance, vacation and sick leave, are available.

Duties: Prepares and processes fiscal documents, including pay-ins, daily business, purchase orders, invoices, requisitions, reimbursement requests, receipt and disbursement of funds and other related materials. Maintains inventory of supplies, materials and equipment. Determines accuracy and validity of data, including mathematical accuracy, compliance with child support program policies, quantities, prices, discounts and charges for all purchases and contracts. Reconciles, communicates and serves as a liaison to resolve discrepancies. Enters data, including RMS, FTE, vendor files and purchase orders. Edits and monitors data in spreadsheets and databases. Prepares various reports and logs for Fiscal Officer and/or Director. Performs a variety of related clerical and fiscal tasks to facilitate operational efficiency. Prepares documents for Fiscal Officer's review and signature. Produces personnel forms and documents, and processes various personnel transactions. Participates in recruitment activities. Maintains personnel records, including maintaining time cards, calculating sick leave, vacation, and any other leave accrual/balances, and updating the table of organization. Processes appropriate documentation for child support cases, and maintains appropriate documentation. Keeps abreast of changes in the child support program, laws, policies and procedures. Develops and maintains working relationships with associates, other governmental units and the public. Assists with coverage of other positions, when needed.

Proficiencies: The successful candidate must possess superior organizational and multitasking skills and be highly proficient in computer operations, including Microsoft Office Suite. The successful candidate must possess knowledge of fiscal, personnel and child support practices and procedures, intermediate level mathematical principles, and court orders. The successful candidate must possess superior communication skills; the ability to work independently; extract information from various sources; present and explain relevant policies and procedures; retain and apply information from procedures; read, copy, comprehend, and record information and figures accurately; analyze and interpret data; and prepare and maintain accurate documentation. The successful candidate must be highly accountable, dependable, and exhibit integrity.

Applications: Must be 18 years or older to apply. Submit an application to the Wayne County Child Support Enforcement Agency, attn Brynn Jackson, Director, 428 W. Liberty Street, Suite 11, Wooster, Ohio 44691 or via email at Brynn.Bunting-Jackson@jfs.ohio.gov or via fax at (330) 287-5623. Applications are available at the Commissioners' Office, 428 W. Liberty Street, Wooster, Ohio 44691 or via the internet at <http://www.wayneohio.org/employment-opportunities>. Applications must be submitted before December 9, 2016.

THE WAYNE COUNTY CSEA IS AN EQUAL OPPORTUNITY EMPLOYER

Date posted: November 21, 2016