

Business Administrator

Wayne County Child Support is seeking a passionate, self-motivated, and results-oriented professional who is dedicated to making a significant impact on the lives of children & families.



Wayne County
CSEA

Benefits to joining our team:

- Full-time employment
- Impressive benefit package:
 - ❖ Health, vision, dental, life insurance, public retirement
- 11 paid holidays
- Vacation leave
- 15 paid sick leave days/year
- Flexible Schedule
- Leadership and Personal Growth Opportunities
- Pay Range \$57,532.80 to \$89,169.60 a year based upon experience
- Hybrid remote opportunity after successful training period

Position Responsibilities:

Assists in the preparation of agency budgeting (county & state) and prepares necessary support documentation and justification. Prepares all financial statements and reports required by regulatory agencies, county auditor, contract entities and other community partners. Assists with agency payroll processing and acts as RMS coordinator. Coordinates audit requests of external auditors/monitors (state, independent, ODJFS) with agency staff to ensure full compliance. Prepares manual customer account audits. Acts as back up security coordinator for computer systems and assist new hires with access to said local and state systems. Measures employee productivity and compliance utilizing both qualitative and quantitative methodologies. Provides direct supervision and performance management to fiscal assistant and customer service specialist. Remains current on federal, state, and local rules and regulations regarding the child support enforcement program. This position is designated classified and exempt from the FLSA.

Minimum Qualifications:

Master's degree from an accredited college or university with one (1) year supervisory experience or Bachelor's degree from an accredited college or university and three (3) years finance/accounting experience, or high school diploma or equivalency and a minimum of five (5) years supervisory and finance/accounting experience. Must be versed in Microsoft Excel, possess strong financial/accounting skills, and an attention to detail. Must be able to read, write, speak, and understand the English language. ODJFS and/or government fiscal experience preferred. **Applicants must pass FBI/BCI background check prior to employment.**

How to apply:

- E-mail cover letter, resume, and application to Shayne.Oehlhof1@jfs.ohio.gov or
- Mail or deliver cover letter, resume, and county application to: Shayne Oehlhof, Director, 428 W. Liberty St, Suite 11, Wooster OH 44691
- County application can be downloaded at <https://www.wayneohio.org/employment-opportunities/>

Wayne CSEA is an Equal Opportunity Employer. Reasonable accommodation is available to all employees and applicants.

Position is open until filled with priority consideration for applications received by end of business on Tuesday, May 6th, 2025.

Date posted: April 21st, 2025.

We're Hiring!