



STATE OF OHIO

Judicial Conference

65 S. Front St.

4th Floor

Columbus, OH 43215

(614) 387-9750

<http://www.ohiojudges.org>

Invites applications for the position of:

FISCAL/HR OFFICER

An Equal Opportunity Employer

PN: JCO17

Job Type: Full-Time, Permanent, Exempt

Location: Franklin County

Promotional Bid:

unclassified position (may include promotion, transfer or demotion)

Job Location: Thomas J. Moyer Ohio Judicial Center 65 South Front Street, 4th Floor Columbus, Ohio 43215

Division:

Opening Date: Wed. 05/11/16

Closing Date/Time: Fri. 05/27/16 11:59 PM Eastern Time

Pay Range: 16

Hours of work: 8:00

a.m. - 5:00 p.m.

Salary:

\$23.99 - \$28.22 Hourly \$49,899.20 - \$58,697.60 Annually

Job Duties:

****This posting is for current state of Ohio employees only. External applications will not be considered.****

Job Purpose

Under the general supervision of the Executive Director, plans, directs and/or coordinates the administrative functions of the Ohio Judicial Conference. Administrative functions include budget development and monitoring, human resources, accounting (AR/AP), and asset management. The position requires a sound knowledge of applicable practices and procedures and independent judgment to determine the appropriate procedure to follow. This is a position of trust.

Essential Duties and Responsibilities

Specific work will vary based on the assignment but will include the following types of work:

Budget

- Collaborates with the Executive Director to develop the biennial budget request.
- Data enters budget information in accordance with state requirements.
- Monitors expenditures and revenues; prepares various budget/financial reports for the Executive Director, officers, judicial committees, and judicial members.

Human Resources

- Posts job descriptions on state of Ohio website; receives and evaluates employment applications, sets up employment interviews, verifies references, and assists in the interview

process; assists in development of and maintains the personnel policy manual and job descriptions; coordinates mandatory pre-employment checks; conducts new employee orientation; processes new employee paperwork; enters new employees into OPERS system.

- Reviews personnel policies with new employees; maintains personnel records; administers employee benefits; assists in the investigation and/or resolution of employment related complaints; handles routine and sensitive employment related inquiries from employees and general public; processes unemployment claims and payments.
- Collects and audits time sheets for accuracy; produces biweekly payroll, verifies accuracy, and records any adjustments; enters/terminates employees in payroll system; enters employee benefit elections, payroll actions (e.g. salary increases) and tax information; creates various payroll reports; maintains employee leave records.

Accounting & Asset Management

- Performs all accounts payable and accounts receivable functions; reviews documents for completeness and approvals, identifies discrepancies and independently follows through on corrections; processes deposits with the state treasurer's office; prepares and sends invoices for payment; processes payments through the Ohio Administrative Knowledge System (OAKS); occasionally picks up warrants and distributes to vendors; prepares various financial and accounting reports; analyzes various expenditures and revenue to prepare projection reports.
- Periodically reviews various fiscal practices and makes recommendations for improvements; point of contact for biennial audit by state auditor.
- Coordinates the purchase of all office supplies and equipment; checks shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications; reviews invoices and/or packing slips to ensure correctness of items and to ensure accurate quantities delivered; distributes supplies and equipment as directed; tags all incoming and current assets; prepares reports on all asset additions, deletions and transfers and verifies accuracy of information by conducting physical inventory; prepares forms on asset transactions and disposition of surplus property; annually certifies inventory in OAKS.

Provides general office support, and performs any other duties, as assigned by the Executive Director.

Supervisory Responsibilities

None, but may provide technical direction on fiscal or human resource issues for other staff.

Expectations of Employee

- Adheres to OJC policies and procedures.
- Acts as a role model both inside and outside of OJC.
- Exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
- Performs duties as workload necessitates in a timely, accurate and thorough manner.
- Maintains a positive and respectful approach both verbally and in writing with superiors, colleagues, and individuals inside and outside of OJC.
- Communicates regularly with Executive Director on issues regarding personnel, payroll, and budget.
- Demonstrates flexible and efficient time management and ability to prioritize workload.

Minimum Qualifications:

- Bachelor's degree and demonstrated proficiency in fiscal, accounting, and/or human resource practices and procedures; ability to work independently and make sound judgments in unusual circumstances.
- Or 3 years of experience as a human resource generalist, office manager, budget/management analyst, accountant, auditor, or related field.
- Or equivalent of Minimum Qualifications noted above.

Preferred Qualifications

- Completion of undergraduate core program in human resources, business or public administration, public policy, finance, or related area.
- Experience with PeopleSoft and Cognos.
- Knowledge of financial analysis, budgeting, government/fund accounting, and/or internal auditing.
- Knowledge of applicable state and/or federal laws, rules, procedures and standards governing fiscal operations as well as monitoring internal controls, reconciling accounts and auditing various reporting systems.

Major Worker Characteristics: Knowledge of business administration and/or accounting; applicable state and/or federal laws, rules, procedures and standards governing fiscal and/or budgetary and/or human resource operations*; purchasing and accounting; internal control principles. Skill in use of calculator and/or adding machine, personal computer, copier, printer and scanner. Ability to define problems, collect and analyze data, establish facts and draw valid conclusions; prepare and/or edit technical fiscal reports, records, other reports and/or correspondence; gather, collate and classify information about data, people or things; handle routine and sensitive inquiries from vendors, employees, the public and government officials.

(*)Developed after

employment.

Supplemental Information:

Special Requirements

This position is regularly exposed to sensitive information and the incumbent is expected to keep any such information strictly confidential. This employee is entrusted by both the officers and the Executive Director with authority to manage accounts for the benefit of the Ohio Judicial Conference. This employee has the responsibility to monitor activities of the office as they affect fiscal, payroll and human resource conditions and report any abnormality or conduct which might violate the law or policies of the Ohio Judicial Conference. Consequently, this employee must maintain the highest standards of trustworthiness and reliability.

Application Process

To be considered for this position, candidates must apply online at www.careers.ohio.gov and must attach a cover letter and resume (Word or PDF documents) no later than Friday, May 27, 2016. Only complete, on-line applications will be considered.

In response to your application, the system will send you a confirmation email. Interviews will be schedules as soon as practical. If selected for an interview, you will be contacted. ***No phone inquiries, please.***

This position is at-will, full-time, permanent, FLSA exempt, and unclassified. The Ohio Judicial Conference is an equal opportunity employer and supports a drug-free, alcohol-free, weapons-free, and violence-free work environment.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents. It is not intended to be an exhaustive or all-inclusive list of all job related duties that an incumbent may be requested to perform.

***IMPORTANT NOTE:** Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at that time so proper arrangements can be made for the interview.

Job #JCO17
Fiscal/HR Officer
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