

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Fiscal Officer
Department: Treatment Alternatives to Street Crime (TASC)

Reports To: TASC Manager
Salary Range: \$64,875.20 - \$70,761.60

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. This position involves directing, coordinating and monitoring a variety of fiscal activities for the Corrections Planning Board TASC Department under the direct supervision of the TASC Manager. The position requires one to ensure actual spending is consistent with proposed spending plans, forecast concerning spending patterns to ensure agency will not overspend appropriation and recommend appropriate action with respect to proposed expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Provide the CPB TASC with an operating budget.
2. Work with the CPB TASC to ensure programmatic success through cost analysis support and compliance with all contractual and programmatic requirements. This includes a) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, b) ensure that all government regulations and requirements are disseminated to appropriate personnel, and c) monitor compliance.
3. Prepare vouchers, requisitions and invoices; assist with budget line item transfers.
4. Create and maintain accounts payable files; assist and monitor charge back process; reconcile financial activity with Lawson Infor reports.
5. Oversee the management and coordination of all fiscal reporting activities for the organization including organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
6. Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs. Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved and all compliance issues are met, and the preparation of the annual financial statements is in accordance with federal, state and other required supplementary schedules and information.
7. Assist in preparation of contracts and working agreements for procurement of services (ex. Behavioral health treatment, information technology).
8. Attend County Executive meetings, if required.
9. Maintain per diem files/cost files on offenders participating in funded programs.
10. Monitors appropriateness of billing, expenditures per the contract, and prepares monthly reports, regarding community treatment providers.
11. Coordinate training activities, registration, requests for approval, expense reimbursement to staff, training hours data base updates for all staff.
12. Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.
13. Coordinate billing functions for assessment, case management, and Intensive Outpatient Treatment (IOP) services.
14. Perform other related duties as required and/or assigned.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

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KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Strong organizational skills, knowledge of bookkeeping, cost accounting, financial accounting, public accounting, purchasing/ procurement to include inventory control, purchasing problems and principles of purchasing.
2. Excellent oral, written and interpersonal communication and interviewing skills.
3. Ability to learn and understand Federal, State and local funding guidelines.
4. Ability to learn/utilize the Cuyahoga County OnBase, Lawson Infor, PROWARE systems and Microsoft Office software.
5. Ability to operate a variety of office equipment in the completion of essential functions, including, but not limited to, telephone, facsimile, photocopier, calculator and personal computer with word processing, spreadsheet, and/or database software, electronic mail system and internet browser.
6. Demonstrate effective time management, reliability and punctuality.
7. Must possess a professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

A minimum of bachelor's degree or equivalent college credit and two years of experience in accounting, bookkeeping, and auditing or a combination of education and experience. The Fiscal Officer must possess valid State of Ohio Driver's License and insurance.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court and office environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with the Deputy Court Administrator and the Administrative staff, employees of the following County Offices: Office of Budget and Management, Fiscal Officer's Accounting Department, and Office of Procurement and Diversity.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require work beyond normal hours, including evenings and weekends.

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period. **Applicants must submit a letter of interest and resume by Friday, February 14, 2025 to:**

Cuyahoga County Common Pleas Court
Gregory Popovich – Court Administrator
1200 Ontario Street
Justice Center – 11th Floor
Cleveland, Ohio 44113
(email: infosys@cuyahogacounty.us)

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All applicants will receive notification of their application status. No phone calls or emails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216.443.8562.

Equal Opportunity Employer – Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.us