

Fiscal Specialist

The Lorain County Board of Commissioners is seeking applications for a full-time fiscal specialist to work with the Lorain County Children and Families Council.

Under general direction, the successful candidate must be extremely organized and have excellent written and oral skills. Must be able to work in a fast-paced environment and able to meet numerous deadlines with limited supervision. Must be proficient in all Microsoft suite applications. This position will conduct financial management functions such as record keeping, auditing, analysis, budgeting, travel, purchasing and other types of fiscal operations. Experience in contract management, state government reporting systems and state audit preparations is necessary. Knowledge of Oracle and proven experience in accounts payable required.

REQUIREMENTS:

- Four years of fiscal record keeping experience, or equivalent education/experience.
- Working knowledge of government business and or accounting practices.

DESIRED:

- Bachelor's Degree in Business and or Accounting, or related field or equivalent related education/experience.

Salary will be dependent upon experience.

Please send cover letter and resume to the attention of Brenda Varady.....