

COUNTY OF LAKE

COUNTY COMMISSIONERS:

Morris W. Beverage III John Plecnik Richard J. Regovich



DEPARTMENT OF JOB AND FAMILY SERVICES

177 MAIN STREET
PAINESVILLE, OHIO 44077-3402

SUZANNE CASAR, DIRECTOR

PAINESVILLE MADISON FAX CLEVELAND FAX
(440) 350-4000 (440) 428-4838 (440) 350-4399 (440) 918-4000 (440) 918-4399

Job Title: Accounting Supervisor

Class Title: Fiscal Supervisor

Location: Painesville, Ohio

Hours: Full-Time, M-F, 8:00 a.m. to 4:30 p.m.

Starting Rate of Pay: \$32.00 to \$35.00 per Hour, Commensurate with Experience

The Accounting Supervisor will be responsible for planning, coordinating and administering a variety of accounting and financial management activities.

Essential Duties:

- Supervise and monitor day-to-day activities of Fiscal Specialists
- Reviews and approves expenditures, receipts and other financial documents
- Oversees preparation of financial reports on a monthly, quarterly and yearly basis
- Maintain, update and monitor various financial information systems
- Reviews, updates and creates accounting policies and procedures

Working under the Business Administrator, the Accounting Supervisor will also assist in the development and maintenance of financial reports, records, and statements. Must exhibit strong organization skills and attention to detail. The Accounting Supervisor position must demonstrate interpersonal skills in responding to requests from various County Departments and State Agencies, as well as vendor inquiries.

Education: Bachelor's degree in accounting or finance, or five years of experience in accounting. Supervisory experience preferred. State/Local government accounting experience preferred.

Computer Skills: Microsoft Office Suite, especially Excel

Excellent Benefits Including:

13 paid holidays per year

Ohio Public Employee Retirement System Participation (Pension System)

Medical, Dental & Prescription Coverage

Paid Vacation, Sick leave & Personal Leave

A Generous Tuition Reimbursement Program, up to 5K per Year

Interested Parties may submit resumes to HR Administrator, Shawn Douglas at:

Shawn.Douglas@jfs.ohio.gov

Lake County Job and Family Services is an Equal Opportunity Employer