



WARREN COUNTY ENGINEER'S OFFICE
WARREN COUNTY, OHIO
210 W. Main St., Lebanon, Ohio 45036

WARREN COUNTY ENGINEER'S OFFICE

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: FINANCE COORDINATOR
DEPARTMENT: WARREN COUNTY ENGINEER
PAY RANGE: \$25.00- \$31.00 /HOUR
SCHEDULED HOURS: 35 HOURS PER WEEK
CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING JUNE 27, 2024

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN
CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
BOBBI.APKING@CO.WARREN.OH.US. PLEASE CONTACT BOBBI APKING WITH
QUESTIONS AT: 513-695-3305.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND A
BACKGROUND CHECK. (BCI)

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

WARREN COUNTY ENGINEER

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Finance Coordinator

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Position Title: Finance Coordinator

Civil Service Status: Unclassified

FLSA Status: Exempt

Employment Status: Full-time

Reports To: Engineer

QUALIFICATIONS:

Training and/or experience in business or public administration, office management.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio driver's license.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Performs general secretarial task (typing, filing, correspondence, reports, documents, etc).
2. Has knowledge and a good understanding of the functions of the office, county, township, state and city roads and other jurisdictions and boundaries.
3. Has knowledge of accounting software and can acquire experience in the Munis (OKTA) system in order to do payins, create reports and track expenditures and revenues. Also would serve as a backup for payroll and paying bills.
4. Maintains various logs and reports.
5. Prepares resolutions for County Commissioners meetings.
6. Works with the Accounting Department regarding the County Engineer's Office, project funding issues, setting up accounts, transfers and appropriation adjustments, supplemental adjustments, cash advances and operational transfers and prepares documents for funding adjustments.
7. Process receipts and pay-ins for invoices from the Warren County Engineers office.
8. File 1099-S's yearly with the IRS for right of way purchased as a result of a project by the Warren County Engineers Office.

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POSITION DESCRIPTION

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Position Title: Finance Coordinator

9. Manages the County Vehicle Tax Program, monitors balances, updates the monthly motor vehicle county permissive tax spreadsheet and follows through with requests.
10. Prepares a daily and monthly diesel fuel spreadsheet and prepares taxes semi-annually with the State of Ohio for a diesel fuel refund.
11. Helps prepare Monthly Financial report, showing monthly revenue and expenditures.
12. Helps prepares the budget in May and in September to be reviewed and approved by the County Engineer.
13. Disseminates information to agency personnel, public officials and others.
14. Follows all of the Engineer's safety policies and procedures.
15. Can lift up to 35 pounds and move a distance of 80'.
16. Maintains all required licenses and/or certificate.
17. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by supervisors.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: bookkeeping; budgeting; payroll practices and procedures; Engineer's goals and objectives; Engineer's policies and procedures; public relations; records management; human resources management; employee training and development; personnel administration; supervisory principles and practices; business administration; public administration.

Skill in: word processing; computer operation; adding machine or calculator operation; use of modern office equipment.

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POSITION DESCRIPTION

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Position Title: Finance Coordinator

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copier, fax machine, calculator.

SUPERVISES:

(PLEASE INSERT TITLE[S] OF PERSON[S] SUPERVISED.)

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)