



Fiscal Officer Job Posting

The Mental Health, Addiction and Recovery Services (MHARS) Board of Lorain County seeks to hire a full-time Fiscal Officer. Under the supervision of the Chief of Business Operations, the Fiscal Officer will:

- Supervise and cross train staff.
- Be in charge of facilities management.
- Track and update inventory and capital assets, prepare and submit required annual reports.
- Assist the Chief of Business Operations on fiscal issues and accounting related matters:
 - Create and monitor budget detail, audit and/or review financial fund accounts, evaluate accounting systems and procedures, recommend changes and improvements, assign special accounting programs, monitor progress, control and supervise spending patterns to assure achievement of budget goals and department objectives.
 - Track and report revenues and expenditures to create monthly and annual financial reports as needed or required.
 - Audit invoices for accuracy and to ensure certain funds are within budget guidelines.
 - Budget, track and report revenues and expenditures for specific grants as assigned.
 - Audit grant reporting.
 - Oversee the purchase order requisition process.
 - Audit, evaluate and maintain accounting software system accuracy.
 - Oversee and assure provider agency compliance with funding allocations and regulatory requirements.
 - Oversee provider agency compliance audits.
- Represent the Chief of Business Operations when necessary.
- Perform other duties as assigned.

A Bachelor's degree is required in accounting, finance, or relevant field or a minimum of 5 to 6 years of relevant experience in governmental fund accounting or financial experience in a mental health, addiction or health care field. Must have in-depth knowledge of accounting processes, outstanding analytical and time management skills, strong attention to detail, and excellent written and verbal communication skills.

Salary is negotiable with excellent fringe benefits. The full description and application are available at: <https://mharslc.org/join-our-team/>

Send résumés to Patrice McKinney at pmckinney@MHARSLC.org or at 1173 North Ridge Rd. East, Suite 101, Lorain, Ohio 44055. The deadline to apply is January 26, 2022.

The MHARS Board of Lorain County reserves the right to extend the timeframe for the search if a desirable candidate is not found or for any other reason.

EEO/AAP