

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 4/23/2024

Response Deadline: until filled

Agency: Job & Family Services – Children Services Division	Job Title: Administrative Assistant – Finance
Classified: X Unclassified: <input type="checkbox"/>	Bargaining Unit: Yes X No <input type="checkbox"/>
Overtime Exempt: Yes <input type="checkbox"/> No X	Salary: \$18.11 - \$23.92 per hour
Location: 300 N. Fair Ave, Hamilton OH 45011	Hours of Work: M-F 8:00 a.m. – 5:00 p.m.

ESSENTIAL FUNCTIONS:

1. Prepare legally binding contracts between vendors and the agency; review and analyze contracts and invoices for accuracy and adherence to agency, state and federal statutes, regulations, rules, and/or policies/procedures; monitor spending by the contracting agencies; process and distribute contracts to service providers.
2. Prepare internal/external communications regarding changes and adjustments to contracts pertaining to agency or federal guidelines; communicate changes after reviewing, evaluating, and monitoring contracts; act as a liaison between the contract manager, prosecutor, county administration, and the contracted agency/contracted placement providers.
3. Provide technical assistance to contracted services at all stages to monitor continued compliance of set guidelines, aid in the program’s adoption of new and/or changing guidelines, assist in the development of program proposal and budget; review reports submitted on expenditures, communicate to clarify/resolve issues and ensure compliance with contract guidelines.
4. Assist contractors with reports to aid in auditing practices; record/process invoices for payment; report results and concerns to supervisor.
5. Provide technical and informational assistance with staff members prior to, during, and after contract negotiations regarding clarifications and enforcement of contract specifications to maintain compliance of state/federal laws and regulations.
6. Prepare expenditure reports, create/maintain spreadsheets, and report any possible misuse of funds and/or noncompliance with contract specifications.
7. Communicate internally with foster care department, agency workers and foster parents regarding accuracy of placement, placement changes, leaves and per diem changes/decisions; maintain accurate SACWIS entries/reports. Maintain accurate files of contracted placement providers and of current Medicaid rates/scope of services provided.
8. Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Must possess at least three years of responsible administrative assistant experience. Associates Degree in an administrative field of study required. Degree in social work, psychology or related area preferred.
- Proficient use of related office equipment, including a personal computer, fax machine, copier, video equipment, transcription machine, recording devices, and other automated equipment, a must. Must be proficient with Microsoft Office, Word, Excel, PowerPoint, and Access.
- Honesty, highest personal integrity, empathy for children and families a must.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume To: resumes@bcOhio.gov (indicate job title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER