Jefferson County Port Authority

Employment Opportunity

Fiscal Officer

The **Jefferson County Port Authority** is seeking a qualified and detail-oriented professional to serve as its **Fiscal Officer** on a part-time basis. This position must have a working knowledge of the State of Ohio Auditor's Uniform Accounting Network financial software package and maintaining official records while ensuring compliance with Ohio law.

The ideal candidate will possess strong financial management skills, knowledge of governmental accounting principles, excellent organizational abilities, and a commitment to public service.

Essential Duties and Responsibilities

Financial Administration

- Maintain custody and accountability of all Port Authority funds.
- Receive, deposit, and disburse Port Authority funds.
- Maintain accurate accounting records for all financial transactions.
- Prepare monthly and annual financial reports.
- Perform bank reconciliations and budget reconciliations.
- Manage and maintain other financial records.
- Ensure expenditures comply with appropriations and Ohio law.

Budgeting and Fiscal Management

- Prepare the annual temporary and permanent budgets for the Port Authority.
- Assist the Executive Director in budget development.
- Monitor appropriations, revenues, and expenditures throughout the fiscal year.

Payroll and Personnel Administration

- Process payroll and maintain payroll records.
- Administer tax withholdings and OPERS contributions and employee benefits.
- Prepare and issue annual W-2 and Form 1099(s).
- Maintain personnel and employee benefit records.

Council and Records Administration

- Attend all regular and special board meetings.
- Prepare agendas and assist in preparation of official meeting minutes.
- Ensure compliance with Ohio Public Records and Records Retention requirements.

Reporting and Compliance

- Prepare and submit reports required by the Ohio Auditor of State, State of Ohio, and other governmental agencies.
- Assist with grant administration.
- Assist with financial audits and implement audit recommendations.

- Maintain effective internal financial controls.
- Attend continuing education and certification programs as required by Ohio law.
- Coordinate required legal notices and public advertisements.
- Perform other duties as assigned by the Executive Director.

Minimum Qualifications

The following requirements list the ***minimum*** education/training/experience required to qualify for this job. An equivalent combination of education and/or related work experience may be accepted.

- An Associate degree from an accredited college or university in business administration, accounting, or a related field; Bachelor's degree is preferred.
- Two years related administrative and business experience.
- Experience in governmental accounting, municipal finance, bookkeeping, or public administration is strongly preferred.
- Proficiency in Microsoft Office and the State of Ohio Auditor's Uniform Accounting Network financial software package.
- Knowledge of Ohio Revised Code, governmental accounting practices, budgeting, payroll, and financial reporting is preferred.
- Strong organizational, communication, and problem-solving skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Possess, or obtain prior to employment, a valid driver's license.

How to Apply

Interested applicants should submit a resume and any supporting qualifications to:

Robert Naylor, Executive Director
Jeffersson County Port Authority
500 Market Street,
First Floor - Suite 3
Steubenville, Ohio, 43952
Telephone: (740) 283-2476
Email: rnaylor@jcport.com