

Pickaway County ESC  
Circleville, Ohio

**NOTICE OF EMPLOYMENT OPPORTUNITY**

January 8, 2019

Fiscal Assistant to the Treasurer: Payroll/ Budgetary Specialist

Salary: Hourly

Start: To be determined

Qualifications:

- \*High school diploma or GED. Experience in payroll/deductions/insurances/receipts/cash handling.
- \* Knowledge of Accounting systems, State Software.
- \* Experience in processing payables and receivables.
- \*Knowledge and experience in using electronic spreadsheets (Excel) and word processing (Word).
- \*A customer service attitude with an ability to work well with all people and handle difficult situations.
- \*The ability to communicate with all stakeholders.
- \*Excellent organizational skills.
- \*Successfully complete and pass a BCII and FBI background check.

Job Objectives:

Perform basic payroll processing procedures and administer the fringe benefits for all aspects of an employee's compensation from the newly hired to the processing of any post-employment benefits for retiring staff. Provide administrative support services necessary for the effective management of business operation in the fiscal department. Maintain accurate records in regard to payroll and benefits. Maintain accurate records for Family Medical Leave, new hires, retirees, resignations, paid and unpaid leaves of absence. Perform basic budgetary processing procedures. Maintain inventories and accurate fixed asset reporting. Provide administrative support services necessary for the effective management of all business operations.

Contact: If you are interested, please apply in writing with resume to Kristin O'Dell, Treasurer at Pickaway County ESC, 2050 Stoneridge Drive, Circleville, Ohio 43113 or email resume to [kristin.odell@pickawayesc.org](mailto:kristin.odell@pickawayesc.org) by January 23, 2019.

**AN EQUAL OPPORTUNITY EMPLOYER**