

**The Fairfield County Auditor's Office**  
**will accept applications for the following position until**  
**4:00 p.m. on Friday September 27, 2019**

**Working Title:** Deputy Auditor – Assistant Finance Director  
**Department:** Finance  
**Target Hiring Range:** \$52,235 – 71,000/year (depending upon qualifications)  
**Classification:** Full-time, unclassified, exempt

**SUMMARY OF ESSENTIAL DUTIES**

Prepare the County's Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) along with corresponding Management Discussion & Analysis (MD&A) and transmittal letters. Serve as the County Auditor's Management designee relating to all areas of governmental financial reporting. Work closely with the Auditor of State during the annual audits, providing supporting documents, answering questions and resolving issues. Respond to inquiries from governmental organizations, elected officials and county departments regarding policies and procedures, internal controls, budgetary/payroll applications, general ledger, accounting and financial reporting. Prepare County's federal schedule and agency GASB/OCBOA financial statements and notes. Recommend & implement improvements to policies, procedures, processes and controls. Manage workflow and provide subject matter expertise to budgetary and payroll teams. Analyze fund balances and perform account analysis as needed, including reclassification of revenues/expenditures and clean-up of inactive funds. Capture and compile data on taxable fringe benefits per IRS regulations for proper IRS reporting.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree in Accounting  
Professional designation, i.e. CGFM, is highly desirable  
5+ years of governmental/fund accounting & audit experience

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of GASB, GAAP, Ohio Revised Code and Ohio Compliance Supplement  
Intermediate/advanced user of Microsoft Office applications, esp. Excel  
Knowledge of sound internal controls, policies and procedures  
Demonstrated leadership, problem-solving, communication and critical thinking skills  
Experience with CAFR & PAFR preparation  
Experience with Tyler Technologies' MUNIS system is highly desirable

Interested persons should apply online at...

<https://mss.co.fairfield.oh.us/ESS>