



Ashtabula County Board of Developmental Disabilities

Enriching, empowering, and connecting people with their community

DATE POSTED: July 20, 2026

START DATE: As soon as available

POSITION: Fiscal Coordinator

LOCATION:

Ashtabula County Board of Developmental Disabilities
2505 South Ridge Road East
Kingsville, Ohio

DUTIES & RESPONSIBILITIES:

Coordinates and performs a variety of fiscal functions to support the Board's financial operations, including payroll, accounts payable and receivable, budgeting, purchasing, financial reporting, reconciliations, employee benefits, asset inventory management, and fiscal administration of the Family Support Services program. Utilizes financial management software, Google Workspace, and Microsoft Office applications, including Excel, to maintain accurate financial records, ensure compliance with Board policies and applicable regulations, and support the efficient operation of the agency.

MINIMUM QUALIFICATIONS:

Associate's Degree with four years of related work experience required; Bachelor's Degree in Business or a related field preferred. Candidates must possess knowledge of accounting principles and financial management practices, proficiency with Google Workspace and Microsoft Office applications, particularly Microsoft Excel, strong organizational and communication skills, the ability to maintain confidentiality and manage multiple priorities, and a valid driver's license with a satisfactory driving record. Successful completion of background checks, pre-employment physical, and drug screen is required.

REQUIREMENT FOR SAFETY-SENSITIVE POSITION:

Criminal background check is required.

SALARY:

\$19.79 - \$25.97 per hour (commensurate with education and experience)

APPLICATION PROCEDURE:

Obtain an application online at www.ashtabuladd.org and return it to:

Ashtabula County Board of Developmental Disabilities
2505 South Ridge Road East
Ashtabula, Ohio 44004
Or email to: jade.artman@ashtabuladd.org

APPLICATION DEADLINE:

Applications will be accepted until the position is filled.

2505 South Ridge Road East Ashtabula, Ohio 44004 www.ashtabuladd.org

Board Office: 440-224-2155

Fax: 440-224-0678

The Ashtabula County Board of Developmental Disabilities is an Equal Opportunity Employer
and Accredited by the Ohio Department of Developmental Disabilities

TITLE OF POSITION	Fiscal Coordinator
UNIT OR OFFICE	ADMINISTRATION
COUNTY OF EMPLOYMENT	ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR	OPERATIONS MANAGER
NORMAL WORKING HOURS	8:00 A.M. – 4:00 P.M. Typically, Monday – Friday
PURPOSE OF POSITION	Process financial information for the Board
JOB DESCRIPTION	
FISCAL DUTIES • Coordinates and process the agency's payroll, including all required reports, in accordance with Board policies/procedures. • Maintain confidentiality of employee records and payroll related data. • Calculates changes in salaries and deductions in accordance with union contracts and Board policies. • Coordinates paperwork for all payroll related items in conjunction with the County Auditor's office. • Maintains employee leave accruals and prepares required reports. • Generates invoices and accounts receivable reports for revenue earned and reimbursements due. • Maintains detailed records of revenue received for audit and reporting requirements. • Serves as the back-up coordinator for the Medicaid Administrative Claiming (MAC) Program and maintains documentation required for federal and state audits. • Reconciles the Board's financial reports to the County auditor's financial reports on a monthly basis. • Maintains the fixed assets/inventory records. • Prepares financial related reports, spreadsheets, etc. as requested by supervisor. • Monitors the budget and cash flow and closes out county purchase orders as approved by supervisor. • Processes in-house purchase orders in accordance with Board policies and procedures. • Coordinates and process the agency's payables, including all required reports, in accordance with Board policies and procedures. • Tracks and posts cash receipts and disbursements to proper accounts and ledgers, and prepare monthly reconciliation reports. • Maintains purchasing records and asset inventory logs and recommends cost-saving opportunities for agency purchases, when available. • Coordinates the employees' benefits program in conjunction with the Board's health insurance administrator. • Maintain the employee tracking spreadsheet and coordinate the distribution of notices as required by the Affordable Care Act. • Serves as the agency's liaison for the contracted IT consultant, facilitating communication regarding technology related needs and services. • Research/analyze fiscal related information and prepare reports and information to assist with planning and decision making. • Maintains clear communication within the program. (e.g. periodically throughout the day checking and responding to email, voice mail, fax and written communication, etc). • Process and maintain Family Support Services allocations, track spending, and make purchases for the program. • Assists in other fiscal duties as needed. GENERAL DUTIES • This position description is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class, and should not be interpreted to describe all the duties which may be required of employees holding a position assigned to this class. • Will work in an environment with children and adults with developmental disabilities and behavioral difficulties. Will be aware of potential for exposure to infectious disease and be expected to promote appropriate preventative approaches to maintain appropriate protocols. • Complies with guidelines established by the State of Ohio and the Ashtabula County Board of DD (ACBDD) policies and procedures as related to financial and personnel compliance. • Conduct all Board business in a courteous, respectful, and professional manner. • Performs other related duties as determined by the Operations Manager.	

MINIMUM ACCEPTABLE CHARACTERISTICS

- Associates Degree with four years of related work experience required; Bachelor's Degree in Business or related field preferred
- Knowledge of accounting principles and practices, financial management software, Google Workspace (Docs, Sheets, Gmail, Calendar, and Drive), Microsoft Office applications (particularly Microsoft Excel), database management systems, general office procedures, and other technology necessary to perform assigned duties.
- Strong organizational and time management skills
- Ability to handle confidential information with discretion
- Ability to write legibly and use general office equipment
- Must be able to work independently and as part of a team process
- Ability to sit, stand, reach and bend
- Ability to lift 25 pounds
- Valid driver's license with good driving record.
- BCI background clearance

Signature of Employee and Date:

Signature of Agency Representative and Date:

I have read and understand this position description and to the best of my knowledge I believe I can perform these duties.