

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: January 29, 2016
No.: M4-16

CLASSIFICATION TITLE
FISCAL OFFICER
(CANTON CITY HEALTH DEPARTMENT)

SALARY RANGE
\$56,318 - \$87,625

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of their valid State of Ohio Driver's License, a current, detailed resume and college transcripts (unofficial will be accepted) must be on file no later than **Friday, February 12, 2016**.

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The examination will consist of an oral interview approximately 15 – 20 minutes in length. The interview will measure communication skills, experience base and knowledge of accounting/financial management and other related areas.

This is an open examination. To be eligible for the position under this examination, all applications must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicant shall have no felony convictions.

MINIMUM QUALIFICATIONS

Must have graduated from an accredited university with a bachelor's degree in accounting, fiscal management or related field. Knowledge of governmental fund structures is a plus. Must have a minimum of three years' experience in accounting, fiscal management or similar. Must possess a valid Ohio driver's license with a good driving record and be able to pass a criminal background investigation.

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job can be performed. Examples of skills that are needed to perform this job include: ability to use critical thinking using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; must have good decision making skills; must possess good analytical and problem solving skills; ability to record, organize, analyze and present data with accuracy, thoroughness, and attention to detail; ability to accurately perform arithmetic and algebraic calculations; ability to analyze complex information and develop strategies, plans and procedures to address the financial operations of the department; skilled in the development and use of electronic spreadsheets, word processing software, presentation software and other electronic tools to accurately record and display information; must be able to use online data resources, manipulate online systems for reporting financial data, and use various computer database and reporting tools; ability to use desk calculator, tables, charts and other aids for data manipulation and display; ability to communicate clearly and concisely, both orally and in writing; ability to interpret and apply Federal and State regulations, procedures, policies into all aspects of the work; proficiency in PC operation and the use of email and Internet browsers; self-motivated and disciplined; ability to deal effectively with other staff and the public.

ESSENTIAL DUTIES

Supervise employees performing financial reporting, accounting, billing, collections, payroll, vital records and budgeting duties; coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of an organization; develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting; maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards; prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies; provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources; analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed; advise management on short-term and long-term financial objectives, policies and actions; realizes the need for proper legislation from City Council concerning financial operations.

OTHER DUTIES

Act as a liaison between the Health Department and the City of Canton; knowledge of vital statistics to act as a back up when department is short on staff. Required to follow any additional instruction given by the Health Commissioner to which the Fiscal Officer reports.

******IMPORTANT NOTICE TO VETERANS******

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than 180 days of active duty service pursuant to an executive order of the president of the United States or an act of congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Candidates who have been accepted for the examination will be admitted to the examination site upon presentation of a valid State of Ohio Driver's License or other photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of one (1) year and preference will be given in accordance with your final rating.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

POSITION SUMMARY

Direct the fiscal activities such as planning, procurement, budget preparation and monitoring, receivables and payables monitoring, human resources management and grant reporting for the Health Department. An individual in this position is responsible for the accurate reporting of expense reports for federal, state, and local grants and projects to comply with State and Federal compliance regulations. This position also supervises the Vital Statistics Department employees and helps ensure compliance with the State of Ohio Revised Code and reporting requirements to the State.

BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator