

FINANCE SPECIALIST

The Butler County Sheriff's Office is currently accepting applications for **Finance Specialist**. This position reports to the Butler County Finance Director.

Job Duties:

Responsible for managing the procurement process for supplies and uniforms, to include billing, delivery and vendor relations. Duties include:

- Oversee the procurement of supplies and uniforms in accordance with organizational policies and budget guidelines
- Monitor and coordinate the billing and timely delivery of supplies and uniforms to employees
- Maintain accurate records of orders, deliveries and expenses related to procurement activities
- Collaborate with vendors and internal departments to ensure quality and efficiency
- Process requisitions and prepare purchase orders; process purchase order amendments
- Performs clerical and administrative assistance in support of the Finance Division's operational needs

Desired Skills:

- Position requires considerable knowledge of accounting and finance practices
- Computer experience and working knowledge of Microsoft Word and Excel required; proficient typing skills; ability to use proper grammar and be able to effectively communicate with the general public.
- Ability to multi-tasks, prioritize job duties, with direct supervision or instructions.
- Able to maintain a high-level of interactions with other county staff, as well as vendors, residents and businesses.
- Possess initiative, strong interpersonal skills, solid written and oral communications skills and the ability to work well with little supervision and function in a confidential capacity.

Basic Requirements:

- High School diploma or equivalent
- Accounting and/or finance experience is preferred
- Valid Driver's License
- Available to work during business hours, Monday through Friday.
- Must be able to complete comprehensive background investigation

Salary: \$21.00/hour, based on experience. Butler County is an EEO/AA employer.

Position Type: Full Time (40 hours)

FULL-TIME BENEFITS PACKAGE INCLUDES: Ohio Public Employees Retirement System; Medical/dental, vision insurance; Health Improvement Programs; Wellness Program with participation rewards; Deferred Compensation Retirement Plans; Supplemental Life, Disability and Critical Illness Insurance; 35k Lincoln Life insurance policy (free); Employee Assistance Program; Flexible Spending Accounts (including Dependent Care FSA); Paid vacation and sick leave; Annual step increases and additional incentives available.