

PICKAWAY COUNTY
AN EQUAL OPPORTUNITY EMPLOYER

POSITION AVAILABLE: Fiscal/ Grant Administrator

This is a full-time position with the Probate & Juvenile Court.

Job Duties:

- Prepare and submit annual budget request for Probate and Juvenile Court, Non-General, State and Federal Funds for the Commissioners' approval.
- Prepare and submit Purchase Orders, Appropriations of Funds, Transfers and Reappropriations, create new Funds and Line items, and other Budget requests to the Commissioners' and the Auditor's Offices.
- Maintain budget account ledgers and monitor expense appropriations to ensure expenditures do not exceed cash balances and budget appropriations.
- Balance receipts and expenditure with the Auditor's Office monthly reports.
- Prepare and submit invoice vouchers for payment through the Auditor's online system for weekly processing.
- Prepare and submit new vendor requests to the Auditor's Office, including W-9's and other paperwork required by the Auditor's Office, as well as any update changes on any established vendors.
- Prepare and submit annual GAAP reporting: Lease listings, prepaid Expenses, Schedule of Federal and State Awards, Grant Analysis, Department individual Inventories, Juvenile Court "Outside" Bank Account, including reconciliation of receipts and payables, as well as other miscellaneous GAAP Reporting.
- Administer the Department of Youth Services Grant Program, including fiscally required paperwork and budget; prepare and submit the FY annual application; prepare amendments as needed through the Fiscal Year to the original grant application; appropriate grant funds and maintain records in accordance with established guidelines through DYS; work directly with DYS staff to administer the Grant fiscal programs correctly. Reconcile and submit the Annual Program Report and Annual Financial Report to DYS.
- Submit Quarterly & Semi-Annual reporting to DYS.
- Prepare for Financial and Program Audits with DYS and other Federal & State funding sources.

- Work with Probation Staff and other personnel hired through various Grant Funding.
- Attend annual County budget meetings and necessary DYS quarterly meetings concerning fiscal updates.
- Prepare and submit PCCSEA monthly report; prepare for annual IV-D audit visit with the State.
- Prepare employee payroll worksheets for the Judge to sign and approve; submit the worksheet to the Auditor's office for processing. Record and maintain records of employees' time sheets, vacation and sick leave forms, and records, including flex and comp time. Prepare and submit new employee and termination letters to Auditor's office as well as any changes to employee's pay account, vacation and sick accrued changes.
- Maintain Juvenile Court's and Probate Court's checkbooks and prepare checks for the Judge's signature, balance checkbooks monthly with bank statements, submit online payments to State of Ohio; send Sheriff fees, restitution checks, if any, for that month; enter checks on Juvenile Court and Probate Court cashbook records.
- Make all pay ins to the Auditor's office to process through the Treasurer's office.
- Submit copies of "Appointed Counsel Fees" to the Auditor's Office each month for any payments processed for that month.
- Prepare yearly VOCA Grant budget for the CASA Director; maintain VOCA cash balances; submit to the CASA Director each month's expenditures for reporting to VOCA for reimbursement.
- Maintain financial expenditures for various grants and keep records of those expenditures
- Other duties that may be requested by the Judge

Qualifications

- High school diploma
- Excellent communication skills
- Ability to handle stressful situations
- Ability to handle confidential information with discretion
- Must successfully complete Criminal Background Check & Drug Screen

Benefits

- Health insurance
- Dental insurance
- Retirement plan

- Sick and Vacation paid time off

Salary commensurate with experience.

The deadline for submission of application is **November 21, 2025**. Applications may be obtained online at www.pickawaypcourt.com or in person at the Juvenile Court Clerk's office. Please submit applications to Stacy Planck, Court Administrator at splanck@pickawaycountyohio.gov OR you may drop them off between 8am-4pm