

FAYETTE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
FULL TIME FISCAL/HR ADMINISTRATIVE ASSISTANT

The Fayette County Board of Developmental Disabilities is seeking a full time Administrative Assistant for the business and HR offices. A high school diploma/equivalent along with 5 years' experience managing a fiscal, payroll and/or human resources setting with benefit administration are preferred. Skills in preparing payroll and MAC reports, balance sheets, daily time and attendance tracking, certification tracking, assist employees with clocking in and out, tracking sick, vacation and personal leave preferred. Excellent organization skills with filing and scanning payroll/personnel documents are required. Must possess the ability to work with confidential information and keep in strict confidence. Prepares and maintains records and monthly reports and correspondence related to fiscal activities and human resources and/or others as assigned. The ideal candidate will have excellent communication skills, the ability to work well with others and project the agency in a positive manner.

180 day probation period must be completed. Individual must be able to pass BCI and FBI criminal background checks as required by the Ohio Revised Code; pass a pre-employment drug screen, physical and TB test, and have a valid Ohio driver's license with a clean driving record and a satisfactory MVR score. FCBDD and is an EOE employer. Information about this position and employment applications can be found on our website www.fayettetdd.com. Please send employment application, resume, and cover letter including salary requirements via email to ebrennfleck@fayettetdd.com. No telephone calls please.

2/6/2019