



Athens-Hocking-Vinton

Alcohol, Drug Addiction and Mental Health Services Board

Serving Athens, Hocking, and Vinton Counties for Over 50 Years

Fiscal and Operations Assistant

The Athens-Hocking-Vinton 317 Board, the public funding, planning and development authority for alcohol, drug addiction and mental health services, is accepting applications for the position of **Fiscal and Operations Assistant** who will provide fiscal, reporting and operational support to the Board.

Position Summary:

The Fiscal and Operations Assistant provides fiscal, reporting, and operational support to the Board. This position is responsible for supporting effective office operations, accurate fiscal processing, records management, and compliance with agency policies and procedures while advancing the organization's mission and goals.

Essential Job Functions:

Fiscal Assistant Duties: 50%

- Supports agency fiscal operations through accurate processing and maintenance of accounts payable, accounts receivable, and related financial records.
- Assists in maintaining fiscal records in accordance with agency policies, audit requirements, and accounting standards.
- Initiates and reviews financial information to ensure accuracy and completeness.
- Assists with monitoring budget activity, tracking expenditures, and preparation of financial reports.
- Coordinates with vendors, contractors, and staff regarding fiscal documentation and payment processing.
- Coordinates the preparation of documentation for annual audits, monitoring activities, fiscal reviews and responds to requests for supporting information.
- Coordinates office operations and vendor services, including facility maintenance, cleaning, landscaping, equipment service, and related contractual services.
- Monitors and coordinates office supply and equipment inventories and purchasing requests to support agency operations.

Reporting Duties: 30%

- Maintains reporting databases and information systems to support agency planning, compliance, and performance measurement activities.
- Assists with collection, validation, analysis, and submission of required reports.
- Identifies and resolves data discrepancies to improve reporting accuracy and data integrity.
- Generates routine and ad hoc reports for management, board members, and external stakeholders.
- Ensures accuracy, completeness, and adherence to applicable reporting deadlines and requirements.

Office Operations Duties: 20%

- Provides administrative and operational support to ensure efficient day-to-day office functions.
- Serves as the primary point of contact for visitors, telephone inquiries, facility scheduling, and reception functions.
- Coordinates meeting logistics, including preparation of board meeting packets.
- Maintains and administers electronic and physical records management systems in accordance with approved records retention schedules and agency policies.
- Assists with planning and implementation of Board-sponsored events, meetings, and special initiatives.
- Provides cross-functional support and serves as backup to the Executive Assistant as needed.
- Performs other related duties as assigned.

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Knowledge, Skills and Abilities:

- Proficient in Microsoft 365 applications, including Outlook, Word, Excel, Teams, OneDrive, and PowerPoint, with the ability to quickly learn and utilize specialized software systems.
- Strong organizational skills with exceptional attention to detail and accuracy.
- Knowledge of office administration, records management, and standard business practices.
- Ability to maintain confidentiality and exercise sound judgment in handling sensitive information.
- Effective interpersonal skills with the ability to work collaboratively with staff, partners, vendors, and the public.
- Strong problem-solving skills and ability to manage multiple priorities in a dynamic work environment.
- Effective written and verbal communication skills.
- Knowledge of and compliance with applicable workplace safety requirements and OSHA standards.

Minimum Qualifications:

- High school diploma or equivalent required.
- Three (3) years of responsible administrative, fiscal, bookkeeping, office management, or related experience.
- Proficiency with Microsoft 365 applications, including Word, Excel, Outlook, and Teams.
- Experience maintaining confidential records and information.
- Demonstrated ability to organize work, manage multiple priorities, and meet deadlines with minimal supervision.
- Valid driver's license.

Preferred Qualifications:

- Associate degree in business administration, accounting, finance, office administration, or a related field.
- Experience supporting nonprofit, healthcare, or public-sector organizations.
- Experience working with state reporting systems, grant-funded programs, or publicly funded agencies.
- Experience with accounting and financial management.
- Experience preparing reports, maintaining databases, and analyzing data for decision-making purposes.
- Knowledge of public records retention requirements and records management practices.

In addition to the Essential Job Functions and Knowledge, Skills and Abilities identified, the following competencies are integral to the position:

Teamwork & Collaboration: Works effectively in a team environment to accomplish organizational goals. Develops and maintains effective working relationships with coworkers and external stakeholders. Respects and values diverse viewpoints to achieve common goals.

Dependability and Reliability: Personally responsible; demonstrates regular and punctual attendance; is committed to doing the best job possible; diligently follows through on commitments and consistently meets deadlines.

Quality of Work Performed: Remains informed of current practices and procedures pertinent to duties; works accurately and maintains acceptable volume of work; looks for more efficient process to perform the job; accepts and acts on feedback when improvement is needed; able to deal with unscheduled situations; keeps others informed as appropriate.

Communication: Demonstrates effective written, verbal and listening skills. Uses appropriate interpersonal styles and techniques to reduce conflict. External communication that aligns with mission, vision and values of the Board as a government agency.

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Physical Demands / Work Environment:

Work is primarily performed in an office environment and requires prolonged periods of sitting, computer use, communication by telephone and video conferencing, and occasional lifting of office materials up to 25 pounds. Occasional travel to meetings, training, or agency events may be required using a personal or agency vehicle.

Annual Salary Range: \$45-50K with excellent benefits

Submission Date: *Must be received no later than June 17, 2026*

Applicants: Submit all documents to be considered eligible to hr@317board.org

1. Cover letter
2. Resume
3. Contact information for two supervisory references