

# JOB DESCRIPTION

|                                       |                    |                 |
|---------------------------------------|--------------------|-----------------|
| 1. Name of Employee (Last, First, MI) | 2. Employee Number | Position Number |
|---------------------------------------|--------------------|-----------------|

|                                      |        |          |              |                   |
|--------------------------------------|--------|----------|--------------|-------------------|
| 3. Department<br>Monroe County C & Y | Bureau | Division | Headquarters | Organization Code |
|--------------------------------------|--------|----------|--------------|-------------------|

|                                     |               |                              |
|-------------------------------------|---------------|------------------------------|
| 4. Class Title<br>Fiscal Technician | Working Title | Class Code<br>L0380/02103800 |
|-------------------------------------|---------------|------------------------------|

|   |   |
|---|---|
| 5. Regular Work Schedule<br>Start Time: <input type="text" value="8:30"/> Lunch Length: <input type="text" value="1.0"/><br>End Time: <input type="text" value="5:00"/> Hours/Week: <input type="text" value="37.5"/> | Position is:<br><input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Permanent<br><input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary |
|---|---|

|   |     |     |     |     |     |   |   |  |     |     |     |     |     |  |   |
|---|-----|-----|-----|-----|-----|---|---|--|-----|-----|-----|-----|-----|--|---|
| Days Worked (check all that apply):<br><table style="width:100%"> <tr> <td style="width:12.5%">S</td> <td style="width:12.5%">M</td> <td style="width:12.5%">T</td> <td style="width:12.5%">W</td> <td style="width:12.5%">Th</td> <td style="width:12.5%">F</td> <td style="width:12.5%">S</td> </tr> <tr> <td></td> <td style="text-align:center">7.5</td> <td style="text-align:center">7.5</td> <td style="text-align:center">7.5</td> <td style="text-align:center">7.5</td> <td style="text-align:center">7.5</td> <td></td> </tr> </table> | S   | M   | T   | W   | Th  | F | S |  | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 |  | Reports to:    Name A. Howard    Class Title Fiscal Officer 2 |
| S   | M   | T   | W   | Th  | F   | S |   |  |     |     |     |     |     |  |   |
|   | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 |   |   |  |     |     |     |     |     |  |   |

|                                  |                         |
|----------------------------------|-------------------------|
| Explain any schedule variations: | (Empty space for notes) |
|----------------------------------|-------------------------|

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

**RESPONSIBILITIES OF THE JOB CONSIST OF THE FOLLOWING:**

**Examples of Work:**

- Audit invoices to be processed daily.
- Input invoice data into Child Accounting Profile System (CAPS) Fiscal Application for preparation of coversheet.
- Batch control A/P invoices, copy and send to Controller's Office for processing.
- Maintain CAPS vendor maintenance information.
- Process Foster Care and Adoption Subsidy payments monthly.
- Process staff mileage monthly.
- Reviews medically fragile payment requests and properly codes invoices for state processing.
- Maintain Children and Youth petty case.
- Maintain vendor relations by tracking unpaid invoices in the AS400.
- Prepare quarterly and annual CY-28 report.
- Follow-up on past due statements.
- Monitor monthly clothing allowances for children in foster care.
- Maintain escrow account for children in foster care.
- Track missing invoices not received by vendors.
- Maintain foster parent card file for proper payment of children
- Correspond with doctors, hospitals, and clinics regarding Medical Access payments.

- Monitor income over expense for children leaving care.
- Request vendor numbers from the Controller's Department.
- Monthly reconciliation of CAPS to County General Ledger.
- Analyzes and Reconciles Inter Office Memo's change of placement form (IOM's) against invoices and inputs information from the IOM into CAPS placement history. Access Financial Application to the AS400 General Ledger System.
- Input court orders into CAPS,
- Process JPO billing, i.e. posts invoices to the appropriate cost center, audits invoices
- Distributes pay checks
- Assists Fiscal Officer and Fiscal Administrative Officer with reports.
- Transmits AFCARS, PEAPS, CY28's
- Travel is required.

Other duties as assigned by Supervisor

Name:

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7. Briefly describe how work is assigned to this position and how the work is reviewed.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

### CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of \_\_ pages. (count this form as 1 page)

|   |  |            |
|---|--|------------|
| Employee's<br>Signature _____             | Class<br>Title _____                               | Date _____ |
| Immediate Supervisor's<br>Signature _____ | Class<br>Title <u>Fiscal Operations Officer II</u> | Date _____ |
| Reviewing Officer's<br>Signature _____    | Class<br>Title _____                               | Date _____ |

