

JOB POSTING

Department:	Fiscal Unit
Organization:	Monroe County Children & Youth Services
Job Code / Title:	L0316 Fiscal Officer II
Position Number:	0001
County:	Monroe
Headquarter City/Address: (Work Location)	730 Phillips Street Stroudsburg, PA 18360
Type of Job:	Civil Service
Union:	No
Bargaining Unit:	NA
Seniority Position:	YES
Type Position:	Permanent / Full-Time
Salary Range:	\$54,804.69 – 79,961.66
Pay Range & Step:	38 / None
Posting Length:	16 Days
Posting Dates:	12-19-2024 to 1-03 -2025
Supervisor / Number:	Melissa Snyder
Additional Information:	Work Hours are 8:30 to 5:00 Monday-Friday (80 hrs. bi-weekly).
Job Description:	See attached
Last Date Job Applications Will Be Accepted:	1-03-2025

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job:

Minimum Experience and Training: Two years as a Fiscal Technician and six college credits in accounting,

or

One year of accounting and/or budgetary experience and a business-related bachelor's degree that includes six college credits in accounting;

or

Three years of accounting and/or budgetary experience and a business-related associate's degree that includes six college credits in accounting.

or

Five years of bookkeeping experience and six college credits in accounting.

or

An equivalent combination of experience and training that includes or is supplemented by six college credits in accounting.

2. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - L0360 Fiscal Tech.
 - For any other classifications, a determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
4. Seniority, defined as a minimum of one (1) year(s) in the next lower class(es) by the posting closing date of 1-03-2025.

APPLICATION INSTRUCTIONS

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: 3259

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

Monroe County Children & Youth Services is an E.O.E M/F/H/V employer.

HOW TO APPLY – ALL CANDIDATES:

1.If you have an interest in and would like to be considered a candidate for the position, please contact Donna Ace in writing/email dace@monroecountypa.gov /phone 570-420-3590 ext. 3259 for application directions.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Donna Ace
730 Phillips Street
Stroudsburg, PA 18360

1. Name of Employee (Last, First, MI)		2. Employee Number	Position Number L0316-0001 80006306/02103106				
3. Department Monroe County Children & Youth	Bureau Y745	Division	Headquarters Organization Code				
4. Class Title County Fiscal Officer 2		Working Title	Class Code 38				
5. Regular Work Schedule		Position is:					
Start Time: 8:30am	Lunch Length: ½ hr.	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent				
End Time: 5:00pm	Hours/Week: 40.0	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary				
Days Worked (check all that apply):		Reports to: <i>Melissa Snyder</i> Class Title Assistant Administrator					
S	M	T	W	Th	F	S	Explain any schedule variations:
	X	X	X	X	X		
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.							
DUTIES: BUDGET AMOUNT FISCAL OFFICER WILL BE RESPONSIBLE FOR IS APPROXIMATELY 20 MILLION.							
Supervises & trains the staff of the Fiscal Unit for Monroe County Children and Youth Services and monitors the effective and efficient posting and filing of all fiscal ledgers, journals, records, and reports in compliance with generally acceptable accounting principals (GAA) and generally acceptable financial reporting (GAFR) (One- Administrative Officer), two Fiscal Technicians).							
Assembles the agency budget by costing out and projecting program revenues and expenditures in conjunction with the annual services plan developed by the Children and Youth Administrator and other senior departmental program staff.							
Monitors the FISCAL YEAR (state) budget and supervises the preparation of all invoices and statistical reports necessary for the reimbursement of expenditures from intergovernmental and other miscellaneous program revenue (Act 148, Title IV-A/E, Adoption Assistance, etc.) in compliance with the Fiscal Year state spending plan.							
Monitors the CALENDAR year (county) budget, working closely with the Department of Fiscal Affairs and Controller's Office to ensure that revenues and expenditures are kept in balance with appropriations set by the Board of Commissioners and that all budget amendment and adjustments are kept in proper order.							
Establishes and maintains effective budget control mechanisms to forecast both fixed and variable expenditures and provide upper management the information and lead time necessary to prevent budget deficits and revenue shortfalls.							
Performs monthly closings/reconciliations and prepares quarterly financial reports for the Children and Youth special revenue fund in conjunction with the Department of Fiscal Affairs and the Controller's Office.							
Establishes and executes an effective fiscal management plan for contracted services and ensures that all purchased services are within budget and properly controlled and purchase-of-service agreement kept in proper fiscal order.							
Periodically analyzes and updates the agency cost allocation plan, fixed asset listing, cash handling and billing procedures and all other miscellaneous fiscal matters that impact the Children and Youth program.							

Maintains effective professional relationships with collaterals in other state/county offices and provides required reports to other state, federal and local entities as required.

Integrates fiscal management system with CAPS (Child Accounting & Profile System).

Travel is required.

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 Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____