

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

13 ACCOUNTING TECHNICIAN - FISCAL
\$18.8959/hr. – 37.5hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 07/24/24

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN-FISCAL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform accounting duties for the Fiscal Office. The *Accounting Technician-Fiscal* will be responsible and accountable for the operation, budgets and accounting for assigned funds and accounts in the Monroe County financial system. This individual's duties and responsibilities include, but are not limited to: processing the payment of invoices and/or purchase orders; balancing accounts; maintaining bookkeeping and accounts payable records in support of departmental or division operations; and performing other duties assigned. Duties will vary according to assigned department or division for the financial system integrity for the entire County network. The party must be able to work with operational fund managers, the Board of Commissioners and other private and public sector parties to complete the assigned tasks and responsibilities. This classification also performs tasks and other financial projects as assigned. Duties may be office specific.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Greets the public, outside agencies and other county staff as necessary; answers questions and provides information pertaining to specific accounts; resolves conflicts; maintains effective communication with other departments; explains accounting procedures and processes to staff as necessary.

Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, outside agencies, the public or other individuals as necessary; provides information accordingly; provides referrals of clients to Agencies.

Maintains office supply inventory for assigned division; ensures proper supplies are available for use by employees; monitors expenditures and allocates expenses accordingly; orders new supplies to replace depleted inventory when required, prepares purchasing requests for office supplies, checks in orders when received.

Composes, types, and/or prepares correspondence letters, memoranda and documents for assigned department; creates spreadsheets, forms and other documents; prepares specialized daily, monthly, quarterly and annual reports as required; reviews for accuracy and completeness; makes copies, faxes, and/or files for departmental use and future reference.

Ensures documentation is current and accurate; organizes and files information for easy access and future reference; purges old information when necessary.

Attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends; take meeting minutes as necessary.

Reviews and analyzes general ledger transactions and internal/external reports to verify proper coding, account charges and compliance; corrects and adjusts as necessary; updates account details; supports and documents all entries; prepares analyses as needed.

Receives, processes and/or finalizes purchase orders and invoices for payment; verifies that amounts and information are correct; ensures proper coding of vouchers, purchase orders and other documents; prepares and codes invoices for submission to department head for review. Upon approval, processes invoices for payment.

Generates and distributes reports to appropriate personnel. (i.e.: PCard, Commissioners' Agenda Reports, Capital Projects, Overtime, Health Care, 701 Main St., Monroe County Safety Center)

Maintains budget, actual, and center analysis formats; develops, reviews, and maintains spreadsheets and database reports; performs budget analysis and prepares reports based on findings; works closely with various offices regarding their budget, income and expenditures.

Prepares budget, financial and other reports for monthly, quarterly, and annual use; prepares bank reconciliations for grants; ensures all reports are accurate and complete.

Reviews budgets submitted by department heads, prepares schedule of capital & computer equipment, personnel changes, and requested overtime, as requested.

Receives and reviews County and Hotel Tax applications and prepares allocation summary.

Tracks health insurance paid claims and reconciles totals to general ledger.

Prepares budget compliance reports, and variance analysis for grant accounts. Reviews and reconciles the revenue and expense for all calendar and fiscal year grants.

Prepares periodic statistical reports required by various state agencies. Reconciles the reports to the general ledger and submits to various state agencies.

Prepares reports of computer and capital purchases requested by all departments and other grants. As well as unbudgeted capital from general fund and verifies that funds are available.

Assists elected officials/department heads in preparing budget adjustments and finding funds to cover shortages. Notifies Director and Assistant Finance Director of potential uncovered shortages.

Reviews and compiles all budget adjustments, verifies accuracy of the same; verifies budget amendments have been accurately entered into the financial system; maintains copies for departmental use.

Compiles financial data using source documents regarding state, federal and other grants.

Performs special projects at the request of the Department Head. Prepares a variety of financial reports and statements required by the Department Head.

Grant related responsibilities, including but not limited to:

Creates the required documents, forms and instructions in eCimpact Software for Agencies to submit Request for Proposals to apply for grant funding through the County Commissioners.

Receives, processes, and executes grant agreements between the County Commissioners and Federal and State government.

Receives, verifies, grant revenues collected; resolves any discrepancies with appropriate personnel; credits appropriate funds or verifies fund information.

Creates, processes, and executes sub-recipient grant agreements with the County Commissioners in accordance with the Federal and State guidelines for each grant.

Prepares monthly, quarterly and annual reports as required by granting agencies; submits reports/invoices to the federal/state government; maintains a calendar to ensure that all reporting and renewal deadlines are met; ensures that permanent grant records and official files are properly maintained according to federal/state retention regulations; and purges records as necessary.

Answers questions and provides information pertaining to specific Grants; resolves conflicts; maintains effective communication with Agencies; explains grant regulations and guidelines, accounting procedures and processes to Agencies as necessary.

Researches potential grant opportunities for projects/programs/services for the County.

Administers the Coordinated County Food Pantry Program: maintains and utilizes Monroe County Pantry Database, Coordinates distribution of TEFAP products, including ordering, scheduling, receiving, and reporting.

Reconciles and monitors grant related sub-recipient agency budgets, including multi-year grant programs; analyzes reports of funding and expenditures; makes recommendations for adjustments; monitors sub-recipient programs and grant performance, identifies problems and possible solutions; works with agency staff to implement corrective actions as necessary. Compiles monitors and analyzes various administrative, statistical, and financial data; ensures funds are allocated, spent, and reported according to grant requirements; prepares or generates reports, budgets, and financial statements.

Utilizes Grant Application Software, eGrants, HMIS, Community Queue, PA Meals, WebSCM, COPOS, Basecamp, eCimpact, and Workplace. Compiles EEO information for grant requirements.

Prepares written procedures and report forms for sub-recipient agencies, as appropriate.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new procedures; participates in continuing education activities; attends meetings, workshops and seminars as appropriate.

ADDITIONAL FUNCTIONS

Files and maintains reports, audits, letters, and papers.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years of previous experience and/or training involving accounting or bookkeeping, data entry or related required, and administrative responsibilities; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data including exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; may require the ability to perform mathematical operations with fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems such as supervision, and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable, and involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.