

SCHUYLKILL COUNTY  
CLASSIFICATION DESCRIPTION

JOB TITLE: Fiscal Officer 1  
DEPARTMENT: Children & Youth Services

GENERAL SUMMARY: Under direction, supervise Fiscal Technicians, Clerk 3, Clerk Typist 3 and Clerk Typist 2's in performance of job duties and responsibilities; development & preparation of County and State budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Development and preparation of Implementation and 3 year Needs Based Plan and Budget submitted to state government; final approval by Agency Director prior to submission. Current budget is approximately \$20M.
2. Modify Needs Based Plan and Budget as needed via an automated Budget Amendment as per State regulations.
3. Development and preparation of annual County budget; final approval by the Agency Director prior to submission. Current budget is approximately \$20M.
4. Modifies County budget as needed via County Budget Adjustment request forms.
5. Development, forecasting and monitoring of monthly cash flow report for Agency Director utilized in reporting expenses and revenues to County government for updated analysis of County's annual cash contribution to C&Y.
6. Development, monitoring and preparation of Agency generated quarterly reports to County government to monitor expenditures and revenues in comparison to State's fiscal year budget and County's calendar year budget.
7. Supervision of 6 employees in the Fiscal Unit with duties as follows
  - Supervision of 2 Fiscal Technicians and 1 Clerk 3 responsible for:  
Auditing invoices for accuracy and preparing check requests  
Inputting accounting data to general ledger  
Preparing monthly balance sheets, expenditure reports, program income reports, general ledger activity reports, general ledger journals and trial balance, all of which are computer generated  
Preparing quarterly reports for submission to DPW for Act 148, IV-E, IV-E IL, Medicaid and grants  
Preparing quarterly time study totals  
Assuring all income available to children in placement is obtained  
Being available for all audits  
Application of natural parent support, Social Security, and SSI benefits
  - Supervision of Clerk Typist 3 responsible for adhering to regulations regarding health and education requirements for children in placement, preparation of CY 60 & 61s, liaison for Medical Assistance.
  - Supervision of 2 Clerk Typist 2's regarding all aspects of children's placement. One CT 2 is responsible for setting up fiscal folders for all children in placement as per DPW Best Practice Guidelines;

monitoring foster parent clearances for providers. The other Clerk Typist 2 is responsible for all data entry for placement and in-home services.

8. Review fiscal paperwork, court orders submitted by Juvenile Probation for accuracy prior to submission to DPW for determination of IV-E eligibility.
9. Preparation of computerized bi-weekly payroll document submitted to County Controller's Office.
10. Review approximately 60 monthly expense vouchers for accuracy before submission for processing of payment
11. Prepares supply requisitions; maintains inventory and salvage lists.
12. RMTS Coordinator as per current DPW guidelines.
13. Completes approximately 30 IV-E and TANF supervisory reviews monthly.
14. Completes quarterly TANF invoice for submission to State government.
15. Contact person for all audits: performed by the Auditor General's office; County Single Auditor; and IV-E Reviews. Meets with Auditors to answer questions and review results of the audits.
16. Assists Agency Director with confidential matters, such as union negotiations in regards to salary packages and fiscal impact.
17. Perform other related duties as assigned

**JOB SPECIFICATIONS:**

\*Indicates developed after employment

Education/Employment: 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 includes or is supplemented by six college credits in accounting.

Knowledge:

Thorough knowledge of accounting principles and practices; auditing and cost-accounting; principles and practices of public fiscal administration.

Thorough knowledge of Department of Public Welfare reporting requirements and reimbursement guidelines for Children and Youth programs.\*

Thorough knowledge of procedures and requirements reported in Office of Children and Youth Bulletins.\*

Thorough knowledge of County and department policy and procedures.\*

Thorough knowledge of supervisory principles and practices.

Advanced knowledge of statistics.

Advanced knowledge of spreadsheet computer applications.

Knowledge of HIPAA Regulations as they pertain to privacy, security, and confidentiality.\*

Abilities:

Ability to apply accounting and statistical principles to solve practical problems where general standards and requirements exist.

Ability to interpret complex guidelines and regulations and develop procedures for compliance; .

Ability to prepare accurate fiscal reports which can be presented in a clear and organized fashion.

Ability to establish effective relationships with staff, program directors, and state agency representatives.

Ability to apply established fiscal methods to financial transactions.

Ability to relate program operations and goals to the budgeting process.

Ability to develop budget projections and revisions as part of the budget development process.

Ability to analyze trends and provide fiscal and budgetary forecasts.

Ability to organize, monitor, and analyze financial data using various accounting systems and records.

Ability to organize and complete various fiscal summary reports.

Ability to apply information technology to financial operations.

Ability to develop and implement modifications in established accounting systems, records, and controls. Ability to plan, assign, review and supervise the work of a staff of technical and/or clerical employees

Ability to express ideas effectively, both orally and in writing.

Ability to sit for extended periods of time at a computer keyboard.

Skills:

Typing and computer keyboard operation.

Working Conditions:

Work is performed independently in a busy office environment and may involve frequent interruptions. Occasional travel is required during and after working hours to various training seminars. Work may require some lifting, up to 15 lbs., and some moderate bending, stooping, sitting or standing for long periods of time.

DISCLAIMER:

Classification descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills, required to perform the job.

REPORTS TO: Children & Youth Executive Director  
FLSA STATUS: Exempt  
DATE: November 2016