

SCHUYLKILL COUNTY
CLASSIFICATION DESCRIPTION

JOB TITLE: Fiscal Assistant
DEPARTMENT: Human Services (Office of Senior Services)

GENERAL SUMMARY: Under general supervision, review and verify all monthly receipts received in the fiscal office, process Family Caregiver Program client receipts for reimbursement along with necessary reports, process check requests and disbursements, verify and perform bank reconciliation of RSVP and Special Needs accounts, manage the OSS and Special Needs Petty Cash accounts, invoice providers and other agencies, invoice DPW billing system (Promise) for PDA Waiver Clients, and prepare various reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1.) Responsible for processing the Family Caregiver Program receipts for client reimbursement and resolve any discrepancies. Acts as liaison between agency and contract provider in respect to report. Duties include: The completion of the monthly Financial Report pertaining to the processing of Caregiver Program client receipts for consumer reimbursement. The Financial Report is maintained monthly of the clients authorized, remittance advice necessary for the contracted provider to process reimbursement, program client is authorized for, client co-pay percentage and service authorizations to compare actual vs. authorized when processing payment. The report is then forwarded to the contract provider to process reimbursement to the client. This program also has the duty of tracking the Home Modification and Assisted Device expenditures by client on an ongoing basis to ensure they do not exceed the cap established by the program, which is also noted in client file/SAM database.
- 2.) Responsible for managing the Office of Senior Services and Agency Advisory Board Petty Cash Funds. Receive receipts and make disbursements as warranted. The processing of check requests for the replenishment of the funds as necessary. Verify the bank reconciliation for the Agency Advisory Board and forward to the Deputy Director and Executive Director.
- 3.) Preparation of check requests, which includes the performance of routine calculations, verification of invoiced amounts, and resolving discrepancies/problems with the providers/vendors/other internal personnel. Assist in the charge backs made to personal care providers for overages on their actual vs. authorized billing.
- 4.) Formulate spreadsheet of monthly expenditures of the Retired Senior Volunteer Program. The spreadsheet tracks the expenditures against budgeted figures. Receive all receipts from RSVP's volunteers to process a check request for their mileage reimbursement. Process bank reconciliation for the RSVP bank account.
- 5.) Assist in processing of cash receipts. All client receipt envelopes received are recorded in a spreadsheet by category and number of envelopes received, then forwarded to other fiscal assistant for application of the funds to respective client account. Duties include: verifying amounts and categorizing the revenue, i.e., fee, donation and other. This is a verification process to ensure that duties are separated.
- 6.) Preparation of monthly billing of Attendant Care's home delivered meals, ADC provider's billing of meals (Private Pay and Waiver) and the invoicing of the Department of Public Welfare billing system Promise for the PDA Waiver client services; meals, transportation, and home modifications as the agency acts as Broker of Services, which entails the verification of authorized services.
- 7.) This position will serve as back-up for the staff person assigned to the OSS Options Cost Share Billing and Ancillary Billing. Duties include: data entry of client service delivery and demographic information used for the preparation of monthly billing, accounts receivable, and mailing of monthly invoices to clients and other intra country agencies.
- 8.) Performs other related duties as directed.

JOB SPECIFICATIONS:

*Indicates developed after employment.

Education/Experience: Two years of experience performing bookkeeping or clerical accounting work; or an associate degree in accounting or business administration including or supplemented by six credits in accounting; or any equivalent combination of experience and training.

Knowledge:

Considerable knowledge of bookkeeping principles and practices.
Knowledge of modern office practices and equipment.

Skills:

Computer and keyboard operation

Abilities:

Ability to perform detailed work with written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to prepare routine and proceduralized financial reports and statements. Ability to apply established methods to financial transactions.

Working Conditions:

Work is performed in normal office environment, but may be performed with frequent interruptions.

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:	Fiscal Officer
FLSA STATUS:	Non-Exempt
DATE:	3/2009