

JOB POSTING

Department:	Monroe County Children & Youth
Organization:	Monroe County Children & Youth
Job Code / Title:	L0380 / Fiscal Technician
Position Number:	
County:	Monroe
Headquarter City/Address: (Work Location)	730 Phillips Street, Stroudsburg, PA 18360
Type of Job:	Civil Service - IF NOT A CURRENT OR FORMER CIVIL SERVICE EMPLOYEE APPLY AT www.employment.pa.gov If not posted at the time you must sign up for alerts to be notified of future postings. Contact dace@monroecountypa.gov for directions.
Union:	PSSU
Bargaining Unit:	SEIU PSSU Local 668
Seniority Position:	Yes
Type Position:	Permanent / Full-time
Salary Range:	\$30,234.56
Pay Range & Step:	27/ none
Posting Length:	Until All Positions Are Filled
Posting Dates:	07-15-2022 Posted until filled
Contact Name / Number:	Donna Ace– 570-420-3590 ext. 3259
Additional Information:	Work Hours are 8:00AM – 5:00PM Monday – Friday (75 Hrs. biweekly. Travel and after hours work as necessary
Job Description:	See attached job description
Last Date Job Applications Will Be Accepted:	Open Until Filled

RECRUITMENT METHODS:

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

- Civil Service Lists
- Promotion without exam
- Transfer
- Reassignment (Current civil service employees holding the same or similar job title. Only employees who currently hold the same job title or who currently hold a similar job title in the same pay scale group with the same essential duties and qualifications will qualify under Reassignment.)
- Reinstatement (Current civil service employees are not eligible through reinstatement. Only former employees who held the same job title or a similar job title in the same pay scale group with the same essential duties and qualifications will qualify under Reinstatement.)

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:
2. **Minimum Experience and Training:**
- 3.
4. **Minimum Experience and Training:** One year as a Fiscal Assistant or three years of work involving the maintenance of fiscal or financial records, including one year of responsible work which involves the application of accounting or fiscal principles and practices; and graduation from high school; or one year of experience in maintaining and reviewing fiscal records and an associate degree in accounting or business administration; or any equivalent combination of experience and training.
5. State Civil Service Commission Approved Additional Special Requirements: None
6. Must be a resident of Pennsylvania.

7. Must be eligible for selection in accordance with Civil Service rules.
If you are deemed ineligible for this position based on not meeting the minimum experience and training requirements or selective criteria (if applicable), you have the right to request a reconsideration of this determination. You must submit your request to ra-oareconsideration@pa.gov within 5 business days from the date of your ineligibility notice, and you must indicate the position for which you are requesting reconsideration. Please note that only information initially provided on the application will be re-reviewed. New information that was not included on the application will not be considered.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications: None

We will also consider applications from employees for which there is a logical occupational, functional, or career developmental relationship to this position. All applicants must meet the minimum experience and training requirements.

Employees who previously held regular civil service status in the job title of the position being filled are also eligible for promotion without examination.

The promotion without examination requirements are issued in accordance with merit system employment regulations.

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.

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: 570-420-3590 ext. 3259 Donna Ace

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed to dace@monroecountypa.gov.

1. A letter of interest, resume and County Application for Employment.
2. A copy of the last due performance evaluation report if applying through the Promotion without Examination process
3. An SCSC Personnel Transfer Request form if transferring from one agency to another.
4. A voluntary demotion letter if applying for demotion, and if demotion is a recruitment option.

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 Monroe County C & Y
730 Phillips Street
Stroudsburg PA 18360

Monroe County Area Agency on Aging IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)	2. Employee Number	Position Number
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3. Department Monroe County C & Y	Bureau	Division	Headquarters	Organization Code
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4. Class Title Fiscal Technician	Working Title	Class Code L0380/02103800
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5. Regular Work Schedule Start Time: <input type="text" value="8:30"/> Lunch Length: <input type="text" value="1.0"/> End Time: <input type="text" value="5:00"/> Hours/Week: <input type="text" value="37.5"/>	Position is: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary														
Reports to: Name A. Howard Class Title Fiscal Officer 2															
Days Worked (check all that apply): <table border="1" style="width:100%"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>7.5</td><td>7.5</td><td>7.5</td><td>7.5</td><td>7.5</td><td></td> </tr> </table>		S	M	T	W	Th	F	S		7.5	7.5	7.5	7.5	7.5	
S	M	T	W	Th	F	S									
	7.5	7.5	7.5	7.5	7.5										
Explain any schedule variations:															

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:

JOB DESCRIPTION: SECTION 6 -- Continuation Page

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 Fiscal Operations Officer II Date _____

Reviewing Officer's Signature _____ Class Title _____ Date _____

