



The Monroe County Human Resources Office is now  
accepting applications for the following position:

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**5 FISCAL TECHNICIAN, SENIOR – TREASURER’S OFFICE**  
\$20.19/hour | Full-Time (40 hours/week)

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*Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.*

**Notice:** Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate’s expense prior to the start date. Additional position-specific clearances may be required.

**POSTED:** 05/04/2026

**REMOVE:** OPEN UNTIL FILLED



Maintains employee timesheets and attendance records; tracks attendance and use of sick, vacation, holiday and other leave; prepares report and submits to human resources for processing; notifies employees of current leave balances as requested.

Creates investment schedules for departmental use; tracks and accounts for all investments by the county; submits report to authorized individuals; makes copies and files for future reference.

Maintains departmental databases; enters and retrieves information as required; ensures data is accurate and correct; performs computerized inquiries; transmits records to microfilm or other archive storage as required; purges old information when necessary.

Composes, types, and/or prepares correspondence, manual checks, 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.

Greets the public, clients, 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.

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.

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

Assists certified public accountants and auditors during annual audit process; conducts research and provides financial information to support departmental records and actions; maintains confidentiality of all records and information.

Utilizes various office equipment such as adding machine or calculator, personal computer, mainframe, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties; uses various accounting software and other commercial software in the preparation of reports and documents; keeps apprised of changes in equipment and software; learns new programs as necessary.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) year of previous experience and/or training involving general accounting, bookkeeping and/or administrative experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## 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.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of office equipment to include calculator, adding machine, computer, typewriter, fax machine, photocopier and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## 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/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** 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.