

JOB POSTING

Department:	MCAAA Fiscal Department
Organization:	Monroe County Area Agency on Aging
Job Code / Title:	LO380 Fiscal Technician
Position Number:	80000971
County:	Monroe
Headquarter City/Address: (Work Location)	724 Phillips Street Suite 102 Stroudsburg, PA 18360
Type of Job:	Civil Service - IF NOT A CURRENT OR FORMER CIVIL SERVICE EMPLOYEE APPLY AT www.employment.pa.gov
Union:	PSSU
Bargaining Unit:	SEIU PSSU Local 668
Seniority Position:	Yes
Type Position:	Permanent/Full-Time
Salary Range:	\$37,358.4944 yearly (\$19.1582 per hour)
Pay Range & Step:	33
Posting Length:	14 DAYS
Posting Dates:	8/3/2026 – 8/16/2026
Contact Name / Number:	Cheryl Hosier, Fiscal Officer
Additional Information:	Work hours are 8:00 a.m. to 4:30 p.m. Monday - Friday (75 hrs bi-weekly). Travel, Overtime & After hours may be required.
Job Description:	See attached
Last Date Job Applications Will Be Accepted:	8/16/2026

RECRUITMENT METHODS:

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

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

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.

2. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - Clerk Typist 3
 - For any other classification, A determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

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 in Union Contract by the posting closing date of 8/16/2026.

APPLICATION INSTRUCTIONS

5. Additional information may be obtained by calling: 570 420-3735 ext. 3766

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before 8/16/2026. Late applications will not be accepted.

1. A letter of interest; a complete Application for Employment, Form SCSC-1 may be required.
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.

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 submit your letter of interest to:

Mary Claire Megargle
724 Phillips Street Suite 102
Stroudsburg, PA 18360

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

POSITION DESCRIPTION

IDENTIFYING INFORMATION

Last Name	First Name	MI

Job Title	Job Code	Working Title
Fiscal Technician	LO380	Fiscal Technician

Department	Organization	Organization Code
Aging		

Supervisor's Last Name	Supervisor's First Name	Job Title
Hosier	Cheryl	Fiscal Officer

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
8:00AM	4:30PM	37.5	Sun	Mon	Tues	Wed	Thur	Fri	Sat
				X	X	X	X	X	

POSITION PURPOSE: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.* The primary role of the Fiscal Technician is to perform advanced bookkeeping duties including recording, reviewing, processing and managing financial records and documents. This position involves examination of a variety of financial records and documents for propriety, quality, and conformance to established accounting procedures and maintaining complex bookkeeping systems.

The Fiscal Technician will provide administrative assistance in other areas of the agency to support office operation. Work is performed independently within a framework of prescribed accounting procedures and regulations. Fiscal and accounting issues and inconsistencies are referred to the Fiscal Officer who reviews work periodically and upon completion for overall standards of performance.

DESCRIPTION OF DUTIES: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

Encode agency invoice with line-item account numbers so A/P Department can process for payment; prepares internal control vouchers from batched invoices; obtains approvals and delivers to A/P Department promptly.

Create monthly expense voucher spreadsheet; reconcile monthly/year-to-date line-item amounts with fiscal officer/fiscal technician/county system.

Checks weekly Paid Invoices by Distribution List from New World to record check numbers on vouchers to indicate invoice payment / files invoices in appropriate line-item folder

Sets up folders for new cost share consumers, process monthly consumer cost sharing billings from provider service invoices and mails cost share invoices to consumers.

Prepares Request for Purchase Order forms as needed from management for program purchases. Requests are forwarded to the county Purchasing Department. Purchases agency office/program supplies not acquired through Purchasing Department. Verifies supplies delivered for accuracy. Maintain Supplies and storage area in an orderly manner.

Calculates monthly Caregiver Support Program (CSP) reimbursements and prepares payment requests and vouchers.

Prepare New Vendor forms to be forwarded to Purchasing and/or Controller's Office

Inputs monthly service delivery date/new client information into SAMS for all OPTIONS and CSP services. Running SAMS reports as needed to verify service deliveries.

Checks legal referrals for documentation, reconciles to provider invoices and inputs monthly legal information into SAMS.

Maintains weekly vehicle maintenance logs and schedules any necessary repairs and/or maintenance, including auto detailing. Delivers vehicle for said maintenance and/or repairs.

Delivers and picks up paperwork between Aging office, County Courthouse and Post Office as needed.

Prepares agency bank deposits. Records and deposits to the banks as needed.

Count and verify petty cash amount every other day, especially when there has been activity; reconciles Petty Cash fund and reimbursement amount each week; cashes Petty Cash checks and replenishes funds.

Collects, sorts and distributes pay checks, pension statements, and other HR related information.

Provide receptionist coverage at the Front Desk as needed, including one hour daily for lunch coverage and additional fill-in support when necessary.

Distribute gift cards to care managers for their consumers, receive and record approved request forms into the gift card registry. (excel sheet)

Assist fiscal officer in the monitoring and reviewing of block grant expenditures for accuracy and budget levels to ensure funding availability.

Assist in the preparation of the agency's annual budget and budget revision process; participate in the on-going analysis of the agency's financial transactions

Assist in the preparation of required federal, state and local financial reports which reflect appropriate account status.

Attend all meetings and training as designated by supervisor.

Other duties as assigned by the Administrator or Fiscal Officer.

DECISION MAKING: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

REQUIREMENTS PROFILE: Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position.
Example: *Professional Engineer License*

ESSENTIAL FUNCTIONS: Provide a list of essential functions for this position. Example: *Lifts boxes weighing up to 60 pounds.*

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee's Signature _____ Class Title _____ Date _____

Immediate Supervisor's Signature Mary Claire Fitzgerald Class Title ADMINISTRATOR Date 6/12/2026