

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

12 DEPUTY CONTROLLER – CONTROLLER’S OFFICE
\$28.88hr. – 40 HRS/WK.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 10/27/2025

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DEPUTY CONTROLLER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the day-to-day accounting activities and assignments of the auditing, clerical and secretarial staff for the Controller's Office and assisting the Controller as required. Duties and responsibilities include, but are not limited to: designing and maintaining various accounting and financial formats; performing audits; preparing financial analysis; assisting external auditors with the annual audit; and performing other duties as required. This individual will be responsible and accountable for all functions of the financial systems, and their integrity for the entire County. Further, this individual must have a working knowledge of all departments in order to facilitate specific financial needs.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans, coordinates and delegates daily work assignments to assigned staff; monitors performance and reviews work assignments for accuracy and compliance with all county, state and federal guidelines and laws; trains new and existing staff regarding policies and procedures and job duties; counsels staff and provides advice where necessary.

Serves as Controller for the county during the existing Controller's absence; assumes the authority, responsibilities and duties of the position as required. This includes, but is not limited to, voting at Salary Board, Retirement Board and Prison Board.

Drafts, prepares and types various annual and monthly reports as required by the county, state and federal agencies; prepares correspondence to include letters, memoranda, forms, documents and other information; reviews, signs and/or submits to appropriate individuals for approval; makes copies and files; maintains all office files.

Attends meetings, conferences, seminars, workshops and classes as required by position to upgrade professional knowledge and maximize the use of a computerized financial management system; provides feedback to staff regarding new information and training sessions; ensures compliance by other county staff; verifies the proper application of generally accepted accounting principles, theories, concepts, practices and terminology.

Oversees audits of County Tax Collectors, Confidential Drug Task Operations, and Correctional Facility accounts; researches, compiles and analyzes financial information according to specified guidelines; reviews for compliance with all applicable laws and guidelines; notifies supervisor of discrepancies and/or violations; assists external auditors with annual audit of county records; collect data, designs and maintains audit files.

Reconciles bank statements and other financial information as required; balances information received from the bank with county general ledger amounts; makes changes or adjustments as required; notifies supervisor of discrepancies if needed.

Manages the accounts payable process; provides training and financial support for the accounts payable technicians; reconciles accounts payable batches, reviews for accuracy of vendor, general ledger line and posting dates. Prepare and code account numbers on invoices, communicates with vendors and department heads to ensure timely payments; work with Vendors on past due balances; reconcile vendors for 1099 payments; create 1099 file for submission to IRS. Approve and post weekly A/P runs to financial system; generate appropriate reports for back-up and audit purposes

Assists Elected Officials, County Management and Personnel in the interpretation of financial data regarding departmental accounts and payroll; provides information and reports as required; assists in preparing journal entries.

Interact daily with Human Resource, Treasurer and Fiscal personnel.

Reviews and analyzes all general ledger transactions to verify proper coding, account charges and compliance; corrects and adjusts as necessary; updates account details; supports and documents all entries; prepares analyses as needed.

Prepares monthly and quarterly invoices for reimbursement to general fund for purchases made applicable to special funding and monthly expenses.

Monitors and ensure receipt and distribution of annual In-Lieu payments, Settlement Stipulations and TIF Agreements.

Reconcile all funds Accounts Receivable.

Analyze and record all activity for cash account held in various departments throughout county.

Prepares journal entries on a daily basis; enters information into appropriate accounting system(s); posts entries to general ledger and/or other books as required.

Performs general financial auditing functions for various county departments utilizing generally acceptable accounting principles (GAAP), county codes and other applicable rules and guidelines; consults with Controller regarding discrepancies and/or problems.

Maintains the integrity and efficient operation of computerized system; verifies totals produced by computer to ensure proper reporting of employee deductions, pay and other related information; notifies appropriate individual when problems arise.

Prepares daily, monthly, quarterly and year-end reports; retrieves information from computerized files and tabulates according to specifications received from supervisor or other individuals or agencies; assists auditors by retrieving information from files; submits reports and information to appropriate individuals.

Prepares employee withholding information (W-2), quarterly reporting for Unemployment and Local Service tax, correspondence, letters, memoranda and documents. Prepares year end and other specialized reports as required; reviews for accuracy and completeness.

Trains Department Heads and employees on use of the Payroll and Time & Attendance software. Maintains Time & Attendance profiles as it relates to pay rules for time and payment calculations pertaining to nine variations of pay calculations.

Conducts special projects as requested by Controller.

ADDITIONAL FUNCTIONS

Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, internal and external auditors, outside agencies, the public or other individuals as necessary; provides information accordingly.

Utilizes various office equipment and supplies in the daily performance of work assignments such as personal computer, mainframe, calculator, fax machine, telephone, printer and other equipment as necessary

Proficiency in a variety of computerized spreadsheet, word processing and database software.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance, or closely related field; supplemented by three (3) years previous experience and/or training that includes general accounting, auditing, financial analysis, or related, preferably in a public accounting environment; 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 evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

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

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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 perceive and discriminate visual cues or signals. 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.