

JOB POSTING

Department:	Fiscal Unit
Organization:	Monroe County Children & Youth Services
Job Code / Title:	L0380 Fiscal Technician
Position Number:	0003
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. Please contact Donna Ace at dace@monroecountypa.gov for further assistance.
Union:	Yes
Bargaining Unit:	PSSU
Seniority Position:	YES
Type Position:	Permanent / Full-Time
Salary Range:	\$37,358.49
Pay Range & Step:	33 / None
Posting Length:	Until Filled
Posting Dates:	04-30-2025
Supervisor / Number:	William Washeniik 3241
Additional Information:	Work Hours are 8:30 to 5:00 Monday-Friday (75 hrs bi-weekly).
Job Description:	See attached
Last Date Job Applications Will Be Accepted:	When Filled.

RECRUITMENT METHODS:

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

- Civil Service Lists (Fill by examination in accordance with collective bargaining)
- 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:
 - L0360 Fiscal Assistant
 - For any other classifications, 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 as a minimum of one (1) year(s) in the next lower class(es).

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

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

HOW TO APPLY – ALL CANDIDATES:

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.

JOB DESCRIPTION

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

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 <u>Fiscal Operations Officer II</u>	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

