



# COUNTY OF ERIE POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

## OCY INTERNAL POSTING ONLY

**POSTING DATE:** November 6, 2015

**CLOSING DATE:** November 23, 2015

**COUNTY TITLE:** PROGRAM ACCOUNTANT

**PAY GRADE:** P-II

(Civil Service Title; Class Code-Position Number: Fiscal Technician, Supervisory; L0381-0001)

**UNIT:** Non-Bargaining  
(Seniority Position: NO)

**DEPT:** HS/OCY-Fiscal  
154 W. 9<sup>th</sup> St., Erie, PA 16501

**SALARY RANGE:** \$16.01/hour \$31,220/annual – Min  
\$33.66/hour \$65,637/annual – Max

**HOURS PER WEEK:** 37.5  
Mon-Fri, 8:30 a.m. to 5:00 p.m.

**\*\*\*THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION\*\*\***

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit a County Employment Application, Bid Form and Resume stating their qualifications to: Human Resources Dept., Erie County Courthouse, 140 West 6<sup>th</sup> St., Room #501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Application materials must be received or postmarked on or before: Monday, November 23, 2015.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountypa.gov](http://www.eriecountypa.gov). CLICK ON THE "JOB OPPORTUNITIES" LINK TO ACCESS FORMS. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE OR FAXED TO HUMAN RESOURCES @ 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. 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 INTERVIEW.**

*Inquiries related specifically to job duties and responsibilities may be directed to Amy Evans @ 814-451-6655. All other inquiries may be directed to Jaynette Simmons @ 814-451-6852.*

**ALL NEW ERIE COUNTY DHS HIRES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CHILD ABUSE AND CRIMINAL HISTORY CLEARANCES AND AN FBI FINGERPRINT CLEARANCE.**

### MINIMUM REQUIREMENTS/QUALIFICATIONS:

All applicants must be a Pennsylvania resident in addition to meeting 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.

All applicants must also be either:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for a Fiscal Technician, Supervisory;  
**OR**,
2. Promotable without Exam through Civil Service by currently holding regular PA State Civil Service status in the next lower class of Fiscal Assistant; For any other classifications, a determination will be made as 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.

**Applicants must also meet Civil Service Meritorious Service and Seniority criteria:** Meritorious service is defined as, a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting, and b) the last due overall regular or probationary performance evaluation was higher than "unsatisfactory." Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

- OR**,
3. Eligible for reassignment to the Fiscal Technician, Supervisor classification.

**If you do not currently hold or have not previously held regular Pennsylvania Civil Service Status and your name is not on the current Pennsylvania Civil Service Employment List for a Fiscal Technician, Supervisory (Job Code – L0381), you will be ineligible for consideration for this position.**

**If you're uncertain of which recruitment method you'd fall under; what Civil Service title you currently hold; or, if you're eligible for consideration for this position, please contact Jaynette Simmons @ 814-451-6852 for that information.**

### **DUTIES/RESPONSIBILITIES**

This is a fiscal position within the Erie County Office of Children & Youth. This position reports directly to the County Fiscal Officer 2.

**Processing Accounts Payable:** Process invoices for costs associated with general operation of the Agency such as supplies, equipment, professional services, rentals and maintenance. Sort invoices received in the daily mail, verify appropriateness of invoices by looking at and comparing them with approved requisitions and purchase orders. Verify mathematical accuracy of invoices. Process invoices and statements of services for costs associated with Agency clients such as prescriptions, medical and dental services, psychological services, emergency payments for food, shelter or clothing, and adoption fees.

Process invoices and statements of services for costs associated with children in placement of group homes and institutions including days/dates of placement, clothing, medical and dental services and other services allowed by contract. Maintain a card file to verify correct placement of children, and compare to invoices to verify correct billing. Compare invoices to list of approved contracted per diem rates.

Verify calculated payments to foster and adoptive parents. Review automated billings to verify proper categorization of placement such as regular, specialized or emergency foster care or subsidized adoption and the proper per diem rates. Verify children in special placement categories such as grant programs, foster parent therapist or joint probation/OCY homes.

Process all other invoices and reimbursement requests related to foster care placements such as medical and dental services not covered by MA or other third party sources, clothing and supplies, training and other properly authorized expense.

For invoices and payments of all types, ensure that proper authorizations have been made by looking at requisitions, purchase orders and invoices for signatures and program designation. When necessary, researches, investigates, tracks down and gets all information needed, such as caseworker and management approvals, child/client names and identification numbers, vendor name and address, purchase amount and all proper documentation to accompany the purchase. Prepare Agency purchase orders when necessary by typing or writing appropriate information onto the form. Categorize and assign proper general ledger account code to all payments by looking at list of established chart of accounts and writing proper account number on the invoice/bill. Review cost allocation list and calculate allocations where necessary. Meet with foster care and institutional care coordinators to review and verify all placement related payments.

Fill out accounts payable authorization/input form for invoices and payments by entering fund type, date, vendor name and code number, descriptive and reference information which identify the payment, the total amount of the payment, the account number codes and amounts for each code. Verify mathematical accuracy of each form. Group all forms together by fund type and calculate batch total. Prepare batch transmittal form by entering fund type and code, batch date and total, projected date for checks and the batch identification numbers.

Prepare input forms for pre-coded and pre-approved bills from the Detention/Shelter facilities and the Juvenile Probation Office for those items accounted for in OCY operating funds.

Maintain records and files to accurately review and research incoming invoices to avoid errors or incorrect payments. Fill out forms for adding or changing vendors in the computerized accounts payable system.

**Processing Accounts Receivable and Bank Deposits:** Receive and identify payments from parents and third-party sources for children in placement. Notify the Account Clerk I of amounts paid. Maintain list of children to determine type of placement. Review and maintain Transfers for changes to Court-ordered payments and case closings. Maintain ILP and MDP list and approved specialized programs application forms from the resource department. Receive and identify staff reimbursements and payments from other sources.

Record all payments in the receipt book. Group and categorize payments by type for account coding. Endorse all checks as payable to County of Erie. Prepare bank deposit by batching all cash and checks and calculating totals. Batch corresponding receipt forms, calculate totals and compare with total of cash and checks. Prepare Transfer of Cash tracking form by entering case and check amounts, total amount of deposit and bank account number. Give completed deposit to Account Clerk I.

**Purchasing:** Prepare County purchase requisitions as outlined in County purchasing code. Contact vendors for information on availability and cost. Submit requisitions to County purchasing office for approval and issuance of County purchase order. Place approved orders by phone, fax or mail or place approved purchase order with accounts payable batch for direct payment. Maintain suspense file of requisitions and purchase orders still outstanding and informs management of status of orders as requested. Receive, verify and distribute shipments. Annually prepare requisitions for open purchase orders. Annually gather information to place Agency calendar order.

**Miscellaneous**

- Prepare and submit forms for acquisition and transfer of fixed assets as outlined in County property procedures manual. Periodically review location and condition of equipment which is covered by maintenance agreements for proper payment of those agreements.
- Provide regular business card and name plate orders.
- Assist with quarterly CY28 report.
- Replenish Agency petty cash checking account by batching and categorizing disbursements by type and prepare accounts payable input forms.
- Maintain savings accounts for children in placement where third-party resources exceed the cost of care. Process receipts and disbursements according to procedures.
- Maintain cabinet keys for Agency staff.
- Liaison to County Operations department for telephone extensions and long distance access numbers. Request work orders for new and changed phone locations. Maintain list of telephone jack numbers and locations.
- Prepare invoices for amounts due for non-Erie County placements.
- Maintain medical supply cabinet for office staff.
- Provide information and assistance to auditors as requested.
- Conduct orientation of new Agency staff regarding fiscal procedures
- Maintain professional contact with Agency and Courthouse staff, clients and vendors.
- Maintain working knowledge of Social Security and Medical Assistance benefits and appropriate regulations as they relate to Agency procedures.
- Supervise the Account Clerk I. Delegate tasks to fulfill the responsibility of the Fiscal Office. Conduct training as required regarding new or changed procedures. In absence of Account Clerk I, the Program Accountant assumes the duties of that position.
- Performs other duties as assigned.

**\*This position is subject to the provisions of the Erie County Employee Handbook\***

**STATEMENT OF EMPLOYEE BENEFITS:**

Average Annual Benefits & Pension Value for NON BARGAINING :

Single Coverage	Dependent Coverage
\$10,450.00	\$21,960.00

\*Average paid holidays annually – 14 days

\*Average paid vacation for 1<sup>st</sup> year – 6 days

\*Average paid personal days annually – 5 days

\*Holidays may vary by bargaining unit