



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 18, 2016

CLOSING DATE: SEPTEMBER 1, 2016

TITLE: FISCAL TECHNICIAN

GRADE: C-III

DEPARTMENT: CONTROLLER

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$12.07/hour, \$23,537/annual

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 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.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

This is an advanced level position performing auditing and administrative job duties. Work involves audit/examination a variety of a financial records and documents to determine any discrepancies or irregularities. Maintains all County financial data for audit purposes and all other files including bids. Proficiency with Word, Excel, and other computer programs is essential. Employee must perform auditing duties accurately and efficiently.

DUTIES AND RESPONSIBILITIES:

Audits a variety of County financial records and documents including all the checks and receipts written for all Departments and Funds of Erie County and summarizes and reconciles this information on a monthly basis and prepares audit reports. Reviews County payroll bi-weekly for changes and/or discrepancies. Is responsible for review of internal processing procedures and regulations and recommendations for controls. Prepare audit work papers for various County audit reports. Notifies Manager of Internal Audits of any discrepancies in audits or procedures. Processes monthly financial reports from all Erie County District Justices' Offices. Takes minutes of the opening of all bids and RFPs received in the Controller's Office. Records and prepares bid and RFP minutes Prepares quarterly Pension documents for meetings, attends and records minutes and produces minutes for Erie County Retirement and Pleasant Ridge Manor Retirement Board meetings. Perform other duties as assigned by the Controller or Manager of Internal Audits. Auditing problems and irregularities are referred to either the Manager or Assistant Manager of Internal Audits who reviews work periodically and upon completion for overall standards of performance.

KNOWLEDGE, SKILLS, & ABILITIES:

Thorough knowledge of accounting /auditing principles and practices. Ability to perform mathematical functions accurately and efficiently. Ability to prepare spreadsheets and written reports. Proficiency with Microsoft Word/Excel/Outlook, Power Point, and auditing/accounting and database software packages. Basic knowledge of accepted office practices and procedures as well as operate office equipment. Ability to multitask is essential.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Associates Degree in Accounting with four years' experience in accounting, maintaining financial data and auditing. Bachelor's Degree in Accounting preferred including recent graduates.