



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: February 5, 2016

CLOSING DATE: February 22, 2016

TITLE: FISCAL ASSISTANT

GRADE: 113

(Civil Service Class Title; Class Code-Position Number: Fiscal Assistant; L0360-0001)

BARGAINING UNIT: AFSCME C/T
(Seniority Position: YES)

DEPT: Human Services/OCY/Fiscal
154 W. 9th St., Erie, PA 16501

ENTRY RATE: \$11.40/hour \$22,230/annual - Minimum
\$19.92/hour \$38,844/annual - Maximum

HOURS PER WEEK: 37.5
Mon-Fri, 8:00 a.m. to 4:30 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 the Human Resources Dept., Erie County Court House, 140 West Sixth Street, 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, February 22, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE www.eriecountypa.gov WEB ADDRESS AND SELECTING THE "VIEW JOB POSTINGS" LINK ON THE HOME PAGE. 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.

Inquiries related specifically to job duties may be directed to Lisa Robie @ (814) 451-6677. All other inquiries may be directed to Jaynette Simmons @ (814) 451-6852.

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.

ALL NEW HIRES IN THE DEPT. OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

All applicants must be: a Pennsylvania resident and meet the minimum experience and training (METs) required for the position. The METs for this job are: Two years of experience performing bookkeeping or clerical accounting work; **OR**, An associate degree in accounting or business administration including or supplemented by 6 credits in accounting; **OR**, Any equivalent combination of experience and training.

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 Assistant;
OR
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status;

(continued on reverse)

For any classification, 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.

OR

3. Eligible for either transfer, reassignment, reinstatement or voluntary demotion to the Civil Service Fiscal Assistant 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 Assistant, you will be ineligible for consideration for this position.

DUTIES/RESPONSIBILITIES:

This position serves as one of six support positions responsible for accounts receivable activities within the Erie County Office of Children & Youth fiscal department. The individual in this position is responsible for preparing Title IV-E Federal invoices, Provider 50 medically dependent invoices, as well as other miscellaneous duties.

The position also requires the application of judgment, sound decision-making and the ability to interact appropriately with the public and providers, as well as the ability to work collaboratively with a team of fiscal staff.

Title IV-E Placement Maintenance, Adoption Assistance and Legal Custodianship Invoices

Responsibilities include preparing invoices for placement maintenance, adoption assistance and legal custodianship to submit for Title IV-E Federal reimbursement. This is completed by gathering information from various sources and a review of provider agency invoices. Information is entered and tracked in Excel, thus a thorough knowledge of Excel is preferred. This position may also assist with data uploads to the State Title IV-E Invoicing System.

Provider 50 Medically Dependent Invoicing

This position is responsible for the preparation of the medically dependent invoice for submission of medical assistance reimbursement. Information is gathered from resource staff and entered into the State's Promise System for processing and reimbursement.

Miscellaneous

Additional miscellaneous duties include reconciliation of dependent and delinquent provider invoices; completion of a quarterly report of number of children served; as well as provides assistance in other areas of the fiscal department as assigned.

The above statements reflect the general details considered necessary to describe the principal functions of the job, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

*****This position is subject to the provisions of the AFSCME Bargaining Unit contract*****

STATEMENT OF EMPLOYEE BENEFITS

Average Annual Benefits & Pension Value for: AFSCME C/T

Single Coverage - **\$9,400**

Dependent Coverage - **\$20,900**

Average paid holidays annually – **14 days**

Average paid vacation for 1st year – **6 days** (amount increases after one year of employment and caps out w/30 days @ 20 years)

Average paid personal days annually – **5 days**

Holidays may vary by bargaining unit