



# COUNTY OF ERIE

## POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: MARCH 8, 2019**

**CLOSING DATE: MARCH 22, 2019**

**TITLE: FISCAL TECHNICIAN**

**GRADE: 117AC**

**DEPARTMENT: GENERAL ACCOUNTING BARGAINING UNIT: AFSCME CT**

**ENTRY RATE: \$12.22 HOUR/ \$23,829 ANNUALLY 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 Personnel 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](http://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.**

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### **DEFINITION OF CLASS:**

This is an advanced clerical/accounting position involving the application of bookkeeping principles and practices. An employee in this class performs advanced bookkeeping duties in recording, reviewing, processing, and controlling financial records and documents. Work involves examination of a variety of financial records and documents for propriety, quality, and conformance to established accounting procedures and maintenance of difficult bookkeeping systems. Work frequently involves responsibility for establishment and review of internal processing procedures and regulations. Accounting problems and irregularities are referred to an accountant who reviews work periodically and upon completion for overall standards of performance.

### **DUTIES & RESPONSIBILITIES:**

Preaudits all invoices for all funds within the County except for the Human Service fund to ensure the fiscal integrity. Responsible for making sure the submitted voucher package for each invoice is completed in entirety. Responsibilities include that proper purchasing procedures were followed in the acquisition of the item if applicable. Also that there are sufficient funds in the budgetary line items being charged to ensure departments stay within their budgetary limits and also that the correct applicable account was charged. Maintain the file for proper authorized signers so only department designees are approving payments. Foots and extends all invoices for accuracy. Ensures expenditures follow fiscal policy and procedures. Enters pre-audited invoices into computerized accounts payable system using the appropriate batch types. Balances all invoice

batches to prepayment reports and check registers.

Prints, processes remittance information and attaches to proper payment and mails out the checks. Posts all account payable information to the general ledger. Maintains vendor records and ensures proper tax forms are on file. Also responsible for the coding of 1099 Vendors with proper Tran codes for proper classification of taxable income. Provides customer service to all accounts payable users within other departments, as well as any additional staff and vendors. Receives, investigates and resolves a variety of routine internal and external inquiries concerning account status, invoices (including purchase orders), and is responsible for communicating the resolution of discrepancies to appropriate persons whether in person, via email or telephone. Works closely with the Controller's Office and external auditors. Maintain physical copies of all County contracts (including Human Services) as well as scanning, uploading and maintaining virtual file cabinet of contracts on County's Intranet. Preaudits mileage payroll submitted for reimbursement by all County departments. Reviews all travel expense reports for accuracy, completeness, and compliance with County rules and regulations. Files all related documents and complete various accounts payable logs. Coordinates accounts payable activities with general ledger activities. Sorts payroll checks by department. As time allows, assists fixed asset accountant by updating asset information in the computerized accounting system. Assists in other clerical duties such as filing if time allows.

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 job.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

Thorough knowledge of bookkeeping principles and practices. Ability to use computerized accounts payable and general ledger systems. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to work independently with other departments and outside vendors. Knowledge of modern office equipment and practices. Ability to apply County fiscal policies and procedures.

#### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school graduate plus minimum of three years of experience involving the maintenance of financial records, including one year of responsible work on a computerized financial or information system; or an associate degree in accounting and one year of experience in maintaining financial records on a computerized accounting system; or any equivalent combination of experience and training. A skills assessment will be conducted to verify qualification.

