Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Fiscal Assistant
Position Number:	01
County:	Franklin
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, Pa 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	$12.24
Pay Range & Step:	7
Posting Length:	5 Business Days
Posting Dates:	11/12/2015 – 11/19/2015
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	11/19/2015

RECRUITMENT METHODS:

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

- Transfer
- Voluntary Demotion
- Reemployment

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position 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.

2. County of Franklin Approved Additional Special Requirements: None

Job Posting

3. Must be eligible for selection in accordance with Merit rules.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 11/19/2015. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

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.

If interested in applying, please send applications to:

Attn: Charles Martin III 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

Job Posting

FRANKLIN COUNTY

FISCAL ASSISTANT Revised: September 9, 2004
Position Description Non-Exempt

OVERALL OBJECTIVE OF JOB

To perform specialized clerical work in the maintenance of financial and other department records and general duties.

ESSENTIAL FUNCTIONS OF JOB

1. Processes payments and records such payments into proper ledgers and/or computer files.
2. Makes necessary adjustments to department and/or client accounts as necessary to maintain accurate records.
3. Enters data into computer, maintains records and files and prepares and prints required reports.
4. Updates Master List of clients monthly.
5. Creates and maintains 300-400 shared workbooks on Excel.
6. Adds, deletes and repairs workbooks as needed.
7. Trains Care Management staff on use of Excel workbooks and assist with problems related to workbooks, work sheets and client cost calculations.
8. Creates work sheet for Care Managers to use on location, on computer and hard copy.
9. Completes necessary reports and maintain database.
10. Justifies bills from subcontracted providers.
11. Responsible for all monthly client billing statements, meeting all required time frames and follow-up/required action on all delinquent accounts.
12. Maintains all accounts receivable records, accurate client/account and departmental records.
13. Operates computer, calculator, typewriter, copier and other office machines as necessary to perform essential duties of job.

14. Interacts with internal staff, provider agencies/individuals, and other external governmental agencies to carry out essential job functions.

15. Assists in answering routine inquiries regarding department policies, procedures and/or directs callers to responsible individuals.

16. Assists supervisor with various other departmental projects or duties as assigned.

OTHER DUTIES OF JOB

1. Attends meetings, training and seminars as requested.

2. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Supervisor in regard to daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in limited work space, adequate lighting and ventilation, but subject to fluctuations in temperatures.

2. Normal office exposure to noise, stress and disruptions.

3. Below normal exposure to indoor dust/dirt.

PHYSICAL AND MENTAL REQUIREMENTS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.

2. Must be able to sit for long periods throughout the work day, with intermittent periods of standing/walking and occasional periods of stooping, bending, twisting and reaching as necessary to carry out essential job duties.

3. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.

4. Light work with occasional lifting/carrying of objects with weights of up to thirty pounds.

5. Must be able to cope with the physical and mental stress of the position.

6. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. **EDUCATION/TRAINING**

An associate degree in accounting or business administration including or supplemented by 6 credits in accounting

B. **WORK EXPERIENCE**

Two years of experience performing bookkeeping or clerical accounting work, or any equivalent combination of experience and training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.

2. Must possess good communication and interpersonal skills.

3. Must possess excellent math and problem solving skills and abilities.

4. Must possess ability to function independently, have flexibility and ability to work effectively with clients, public, staff and others.

5. Must possess ability to maintain confidentiality in regard to client information and records.

6. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.

7. Must possess knowledge of clerical bookkeeping principles and practices and ability to apply them to essential duties of job.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont'd)

Job Posting

8. Must possess knowledge of standard office practices and procedures.

9. Must possess ability to make math calculations accurately and within reasonable time period.

10. Must possess ability to apply bookkeeping principles and maintain moderately complex financial records.

****

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF FISCAL ASSISTANT AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

_____ _____

Signature of Employee Date

_____ _____

Signature of Supervisor Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the Employer.