

Job Posting

Organization:	Franklin County Children and Youth Services
Job Code / Title:	Fiscal Assistant
Type Position:	Full Time
Salary Range:	\$14.41
Pay Grade:	7
Posting Length:	10 Business Days
Posting Dates:	04/28/2023 – 05/12/2023
Contact Name / Number:	Charles Martin III / (717)261-3150
Job Description:	See Attached

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

HOW TO APPLY – ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 05/12/2023. 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 interested in applying, please send applications to:

Attn: Charles Martin III, 272 North Second Street, Chambersburg, P.A. 17201

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.

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

FISCAL ASSISTANT

Revised: January 3, 2022

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 the 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/spreadsheets on Excel.
6. Adds, deletes and repairs spreadsheets as needed.
7. Trains staff on use of Excel spreadsheets and assist with problems related to workbooks, worksheets and client cost calculations.
8. Completes necessary reports and maintains a database.
9. Justifies bills from subcontracted providers.
10. Responsible for all monthly client billing statements, meeting all required time frames and follow-up/required action on all delinquent accounts.
11. Maintains all accounts receivable records, accurate client/account and departmental records.
12. Operates computer, calculator, and copier and other office machines as necessary to perform essential duties of job.
13. Interacts with internal staff, provider agencies/individuals, and other external governmental agencies to carry out essential job functions.
14. Assists in answering routine inquiries regarding department policies, procedures and/or directs callers to responsible individuals.
15. Assists supervisor with various other departmental projects or duties as assigned.
16. Assists in accepting payments i.e cash, check, credit card, money orders.
17. Prepares a variety of reports, statements and other documents as required.

OTHER DUTIES OF JOB

1. Assists staff with a variety of clerical duties as needed.
2. Makes appointments, meeting arrangements as necessary.
3. Assists in collecting fees and payments due to the department.
4. Attends meetings and/or training sessions as required.
5. Performs other job-related duties as required.

FISCAL ASSISTANT

Position Description

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

None

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.