

CLARION COUNTY
UMWA Bargaining Unit Position
April 29, 2022

POSITION: Fiscal Assistant
Full-Time, 80 hours per pay

<input checked="" type="checkbox"/>	External
<input checked="" type="checkbox"/>	Internal

DEPARTMENT: Children and Youth Services, Clarion, PA

PAY GRADE: \$15.59/hr.

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Friday April 29, 2022

DEADLINE TO APPLY: Friday May 13, 2022, at 4:00 PM.

QUALIFICATIONS:

EDUCATION/TRAINING

High School diploma or equivalency plus demonstrated business and computer knowledge required including Microsoft Office software.

WORK EXPERIENCE

Two years' work experience performing bookkeeping duties required or any equivalent combination of experience and training.

HOW TO APPLY

A County application is required to be considered for the advertised vacancy.

Applications are available at:

www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL OBJECTIVE OF JOB

To provide fiscal support including processing of invoices, bookkeeping functions, and financial reporting for fiscal departments. This is responsible clerical-accounting work involving the application of bookkeeping principles and practices. Work involves maintaining bookkeeping records including posting and proving; classifying accounting documents prior to posting; or preparing prescribed financial statements and reports. Work may include supervision over a small clerical staff, but in the absence of supervisory responsibilities, the difficulty of the work is correspondingly greater. Work may also involve typing, the use of standard office equipment, and the performance of related clerical tasks. Work methods are governed in detail by established account classifications and procedures. Difficult technical problems and irregularities are referred to a supervisor who observes work in progress and periodically reviews records.

ESSENTIAL FUNCTIONS OF JOB

1. Prepares purchase orders, invoices and other fiscal forms and documentation as needed.
2. Organizes and scans deposits for fiscal as needed.
3. Batches provider and vendor invoices for processing.

CLARION COUNTY
UMWA Bargaining Unit Position
April 29, 2022

4. Enters, maintains, and corrects client/provider data in County/State databases and creates documents with data system.
5. Assists with contract preparation, mailing contracts to provider for signature and then scanning and logging executed contracts into software.
6. Compiles provider contracts and tracking process to assure compliance with law, regulation, and agency practice.
7. Types letters, memos, reports, contracts, vouchers, agendas, forms, lists, newsletters, and a variety of other correspondence from handwritten draft, oral instruction, or original source documents as required.
8. Develops and maintains spreadsheets for calculating services, fees, surveys, or other information to summarize and report departmental activities.
9. Prepares correspondence for processing and/or mailing.
10. Operates computer, fax, copier, and other office equipment as necessary to perform essential functions.
11. Prepares and updates various reports as required.
12. Interacts with other internal departments and external agencies, staff and general public needed to carry out essential job duties.
13. Prepares various informational packets for public relations and other department needs.
14. Provides assistance with medical appointment verifications as needed.
15. Provides assistance with liabilities as needed.
16. Performs tracking of HSDF eligibility and documentation.

OTHER DUTIES OF JOB

1. Attends meetings and/or training sessions as required.
2. Performs other job-related duties as required.
3. Maintains a variety of files and records.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

Receives occasional instruction and supervision from the Program Specialist.

WORKING CONDITIONS

1. Works indoors in adequate workspace with adequate temperatures, ventilation, and lighting.
2. Works with average indoor exposure to noise, stress, and disruptions.
3. Normal indoor exposure to dust/dirt.

PHYSICAL AND MENTAL CONDITIONS

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching necessary to carry out duties of job.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
3. Sedentary work with occasional lifting/carrying of objects with a maximum weight of ten pounds.
4. Must demonstrate emotional stability.
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.

CLARION COUNTY
UMWA Bargaining Unit Position
April 29, 2022

QUALIFICATIONS

A. EDUCATION/TRAINING

High School diploma or equivalency plus demonstrated business and computer knowledge required including Microsoft Office software.

B. WORK EXPERIENCE

Two years' work experience performing bookkeeping duties required or any equivalent combination of experience and training.

C. CLEARANCES

- Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History, Act 151 PA Child Abuse and FBI clearances prior to employment. All clearances must reflect acceptable results.
- Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."

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 ability to function independently, have flexibility and the ability to work effectively with clients, co-workers, and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
6. Must possess general knowledge of modern office practices and procedures and ability to apply same to essential duties of job.
7. Must possess knowledge and ability to practice current and accurate usage of grammar, spelling and filing procedures.
8. Must possess ability to learn assigned clerical tasks and adhere to prescribed departmental procedures.
9. Must possess ability to learn county and legal rules, procedures, and practices as necessary within department.
10. Must possess ability to be able to handle a variety of clerical duties and switch from one to another throughout the workday.
11. Ability to perform detailed work with written or numerical data and to make arithmetical calculations rapidly and accurately.
12. Ability to prepare routine and procedural financial reports and statements.
13. Ability to plan, assign, review, and supervise the work of a small group of employees engaged in bookkeeping or clerical accounting operations.
14. Ability to apply established methods to financial transactions.

HOW TO APPLY

A County application is required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the

CLARION COUNTY
UMWA Bargaining Unit Position
April 29, 2022

Administration Building located at 330 Main Street, Clarion, PA 16214

- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Friday May 13, 2022 at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.