

JOB POSTING

Department:	Juniata County Children and Youth
Organization:	
Job Code / Title:	L0360 / Fiscal Assistant (Local Government)
Position Number:	80005392
County:	Juniata
Headquarter City/Address: (Work Location)	133 Industrial Circle Suite 1 Mifflintown, PA 17059
Type of Job:	Civil Service
Union:	No
Bargaining Unit:	
Seniority Position:	
Type Position:	Permanent/Full time
Salary Range:	27,592.50
Pay Range & Step:	/
Posting Length:	14 days
Posting Dates:	November 12, 2021 - November 26, 2021
Contact Name / Number:	Ashley Baxter / 717-436-7707
Additional Information:	Work hours are 8:00AM-4:30PM, Monday-Friday. Travel, overtime, and afterhours work is mandatory
Job Description:	<p>This position is responsible for performing bookkeeping duties in recording, reviewing, processing, and controlling financial records and documents. Work involves maintenance of bookkeeping system for a limited fiscal or accounting function in a fiscal or accounting operation.</p> <p>Maintain compliance with all County policies and procedures Assist Fiscal Supervisor in preparing the Annual Needs Based Plan and Budget Estimates to be submitted to the Department of Human Services and providing justification for the annual request of funds to ensure sufficient reimbursement for services. Assist Fiscal Supervisor in completion of the Child Welfare Act 148 Invoice Review Checklist. Recording receipt for all funds received and responsible for routing checks to the County Treasurer. Complete county contracts to be approved by the County Commissioners. Assure that all Children and Youth and Juvenile Probation placement cases are referred by petition to the Domestic Relations Office for an assessment of child support for the county. Assists with the completion of Purchase of Service Agreements with service providers for both Children and Youth and the Juvenile Probation office. Code and enter all purchase orders into CAPS and Quickbooks. Files and retrieves materials by systematically sorting and storing documents alphabetically, numerically, chromatically, or using similar filing methods. Completes placement paperwork for CYS and Juvenile Probation including eligibility forms (CY60, CY61, CY61A, CY61B, CY61C). Completes TANF (Temporary Assistance for Needy Families) applications. Prepare and complete all subsidy payments for SPLC and Adoption Assistance. Complete and placement paperwork for the County Assistance Office. Contact Social Security Administration to obtain benefits and check SSI status. Maintain files for IV-E, SPLC, and Adoption children and complete the yearly eligibility forms for SPLC and Adoption.</p>

	<p>Collect all necessary documents including clearance from providers when Purchase of Service Agreements are renewed yearly.</p> <p>Answer to audit requests of private providers.</p> <p>Assist in preparing all IV-E and IV-NON documents for the IV-E Audits.</p> <p>Assist in the staff Time Study.</p> <p>Assist in County, State, and Federal Audits.</p> <p>Generate purchase orders for Children and Youth and Probation account billing through Tyler Accounting System.</p> <p>Assist in provider contract monitoring.</p> <p>Monitoring grant expenditures.</p> <p>Assist clerical staff in clerical duties as needed.</p> <p>Other duties as assigned.</p>
Last Date Job Applications Will Be Accepted:	November 26, 2021

RECRUITMENT METHODS:

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

- Civil Service Lists (Fill by Examination in accordance with collective bargaining)
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

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's degree in accounting or business administration including or supplemented by 6 credit hours in accounting; OR an equivalent combination of experience and training. Must be able to perform essential job functions

2. State Civil Service Commission Approved Additional Special Requirements: NONE
3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
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SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
4. Seniority, defined as a minimum of one (1) year(s) in the next lower class(es) by the posting closing date of November 26, 2021.

APPLICATION INSTRUCTIONS

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: 717-436-7707

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before November 26, 2021. Late applications will not be accepted.

1. Completed Civil Service Application, Form SCSC-1 (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:

Juniata County Children and Youth
Attention: Ashley Baxter
133 Industrial Circle Suite 1
Mifflintown, PA 17059

JUNIATA COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.