

**SUSQUEHANNA COUNTY
FISCAL OFFICER II JOB DESCRIPTION AND RESPONSIBILITIES
CHILDREN & YOUTH**

Report to: Agency Director

This is a Civil Service Position

Develop Children and Youth Budgets- (State) Needs Based Budget (NBB):

- Needs Based Budgeting includes all Federal, State, and Local dollars for the county child welfare services. This budget process also includes all juvenile probation placement expenditures. NBB involves pulling together the expenses for the current fiscal year; annualizing expenses, analyzing projected increases for the Implementation year; forecasting expenditures and revenues for the needs based year which is two years into the future; monitoring the budget compared to actual expenditures throughout the fiscal year, and reporting to the Director of the Agency any over/under expenditures, and trends.
- Maintain & update Children & Youth Services (CYS) fiscal records using computer developed spread sheet programs according to generally accepted accounting principles for all aspects of a public child welfare program in a manner in which information can be utilized in budgeting and invoicing for Federal, State, and Local funds.
- Utilizing a complex set of Federal & State rules to invoice the Federal, State, and Local entities to determine their share of the CY budget. This involves using four state major accounts, four intermediate accounts with twenty sub accounts to accurately reflect the break down of expenditures.
- Work with the Director and Supervisors to develop budgets for grant proposals which are attached to the Needs Based Budgeting Process.

Daily/Monthly job responsibilities:

Preparation of invoices for Federal and State reimbursement:

- State Act 148 invoice
- Title IVE invoices:
 - Title IVE adoption assistance subsidy
 - Title IVE placement maintenance
 - Title IV-E Administrative claim
 - Title IV-E SPLC invoice
- Federal Medicaid Administrative invoice claim
- TANF invoice claim

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Title IV-E files

- Eligibility, Maintenance, Case Planning and Management, Pre-placement activities, other administrative and training costs. Maintain eligibility files for audit. This is how fiscal eligibility is tied to program eligibility.

Preparation of invoices for Federal and State Grants:

- Family Group Decision Making Grant
- PA Promising Practice Grant
- Housing Initiative Grant
- Informational Technology Grant
- Integrated Children's Service Plan Grant
- Independent Living Grant

General Job Duties:

- Manage day to day operations of the fiscal unit of CYS.
- Yearly review and negotiations of contracts with all purchased providers.
- Collaborate and cooperate with the Office of Children, Youth and Families (OCYF) to meet requirements of law, bulletins and directives.
- Participate in state child welfare meetings which support the county child welfare programming and fiscal operations.
- Random Moment time studies to support draw down of Administrative IV-E claim.
- Work closely with Director and Supervisors so that fiscal supports programming and service delivery.
- Maximize Program Income through child support and social security programs, i.e. filing/petitioning for support through Domestic Relation Office, attending Domestic Relation Section (DRS) conferences and hearings; application for Social Security Death and Supplemental Security Income (SSI) benefits, re-determinations and utilization benefits.
- Supervise timely payments of all Children and Youth expenses and all Juvenile Probation Placement expenses.
- Design new forms needed by Children and Youth to insure proper flow of information which affects every fiscal aspect of the Agency.
- When necessary submit bids for replacement or purchase of assets for CYS.
- Supervise a fiscal assistant who is responsible for the day to day fiscal input and payment of bills.

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- Supervision of CYS clerical - Clerk Typist positions. Supervision includes oversight of day to day activities; assignment of duties; initial and ongoing training, ongoing and yearly performance evaluations. Participate in the interview process for hire of clerical and fiscal staff.
- Other fiscal duties as required by the state, county or federal government.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Accounting from an accredited college/university plus two (2) years experience maintaining and reviewing fiscal records in a computerized environment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge :

Knowledge of municipal finance and accounting practices and controls.

Knowledge of basic financial reporting functions.

Knowledge of various computer software programs and automated financial reporting and accounting tools.

Knowledge of accounts payable functions and procedures.

Abilities:

Ability to develop complex computer spreadsheets.

Ability to perform statistical analysis.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to perform advanced accounting and bookkeeping practices and procedures.

Ability to maintain mental and visual focus for extended periods.

Ability to communicate effectively in verbal and written form.

Ability to read, analyze and interpret procedures, instructions and regulations with regard to reimbursement guidelines.

Ability to effectively present information to fellow employees and the general public.

Skills:

Skill in organization and attention to detail.

Physical Abilities:

Sit for extended periods, keyboard, write, hear and speak.
Stand occasionally.
Lift up to 15 pounds.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate. The description is not intended to be an exhaustive list of all responsibilities and duties required.

I have read the above position description and fully understand the requirements set forth therein. I hereby agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Applicant/Employee Signature

Date

Preparation Date for Job Description 04/18/2011