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## Job Description

Department: Children and Youth Services  
Position Title: Fiscal Officer II  
Pay Classification: P&A 07 (Starting at \$49,943.14-\$72,268.56)  
Reports To: CYS Director

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### **Overall Descriptions of the Position:**

This position is a supervisory and administrative position overseeing a complex fiscal operation for the Children and Youth Agency and Juvenile Probation Department. The Fiscal Officer II is responsible for administering the total fiscal operations and reporting procedures of the Children and Youth Agency, as well as all fiscal reporting requirements to the State and Federal government for the Juvenile Probation Department.

### **Position Requirements:**

- Required **Minimum Experience and Training** is One year as a County Fiscal Officer 1 and a business-related bachelor's degree that includes six college credits in accounting; or Two years of accounting and/or budgetary experience and a business-related bachelor's degree that includes six college credits in accounting.
- Standard hours of work are Monday through Friday from 8:30 a.m. until 4:30 p.m. with a ½ hour lunch (37.5 hours/week)
- **Telework:** You may have the opportunity to work from home (telework) full-time. You may be required to report to the worksite address for orientation. In order to telework, you must have a securely configured high-speed internet connection and work from an approved location. If you are unable to telework, you will have the option to report to the Mercer County Children and Youth Services office located in Mercer, Pennsylvania. The ability to telework is subject to change at any time. Additional details may be provided during the interview.
- Additional work hours and flexibility of work times may be required to meet the needs of the population served.
- All required Child Abuse and Criminal History clearances.

### **Physical and Mental Requirements:**

- Must possess the ability to record, convey and present information, explain procedures, and follow instructions.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to react quickly physically and/or mentally in the event of a disturbance or physical outbreak.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching, as necessary to carry out job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso to carry out job duties.
- Sedentary work that may incur occasional lifting/carrying objects with a maximum weight of thirty (30) pounds.

### **Position Duties and Responsibilities**

- Performs professional accounting work involving the analysis of financial transactions.
- Monitors and maintains compliance of fiscal documentation, statements, and reports with federal, state, and local laws and regulations.
- Maintain the financial operations of the agency and ensure the timely submission of all reports.
- Maintain expenditure and budgetary control accounts including the transfer of funds when needed.
- Monitor and assign county, state, and federal funds to appropriate cost centers.
- Correlate expenditures for federal and state reimbursement for allowable expenditures.
- Monitor reimbursement and verify accuracy of accounts to maintain timely reimbursement of state and federal funding.
- Ensure compliance with all regulations associated with the provision of contracted services including reviewing and monitoring fiscal and accounting operations of fee for service and program funded contracts.
- Monitor applications and ensure compliance for placement youth in accordance with the Medical Assistance Program.
- Oversee and monitor all payments made through Domestic Relations (DRO).
- Oversee the applications for representative payee for all eligible placement youth.
- Oversee and monitor Title IV-e and ensure compliance with federal funding regulations.
- Preparation and submission of the Annual Needs Based Budget (NBB).
- Anticipate, prepare, and monitor all budgets amendments as required.
- Prepare in the application of grants.
- Oversee the collection and submission of the Adoption and Foster Care Automated Reporting system (AFCARS).
- Prepare and submit Quarterly Expenditure Reports under Act 148.
- Prepare and submit quarterly federal funding reports reflective of all expenditures for TANF funding.
- Gather information, prepare, and submit the CY28 report.

- Participate in the determination of division of costs of overhead between cost centers.
- Oversee the submission of interim reports to Social Security.
- Reconciles all expenditures and revenues with the County system.
- Oversee auditing, processing, coding, approval, and submission of all invoices
- Prepares requisitions for procurement of office supplies, services and capital outlay expenditures.
- Monitor and supervise the keeping of physical inventory of equipment and furnishing.
- Responsible for all fiscal audits, including but not limited to, the Auditor General's office, Title IV-e, etc.
- Act as a liaison between the agency, county, and auditors as well as providers.
- Supervise the fiscal department and staff as directed by the Administrator.
- Maintain accurate and complete documentation and record of staff activities, performance, and discipline, as necessary.
- Supervision of the assigned unit's implementation of regulations, agency policies and procedures, as well as assurance and compliance with regulations and procedures associated with the operations.
- Plan, monitor and evaluate work of assigned staff members.
- Promote improved practices in a refined and streamlined process that assures responsiveness and effectiveness of services for children and their families of origin.
- Work in conjunction with the Administrator and other management staff within the agency.
- Work closely with the Department of Human Services Bureau of Financial Operations, Social Security Administration, Office of Children, Youth, & Families, Mercer County Assistance office and DRO.
- Remain informed of current state and federal regulations.
- Monitor and update agency accounting systems as regulations and reporting requirements change.
- Attend appropriate local, regional, and state meetings as needed.
- Participate in administrative and staff meetings.
- Facilitate, attend and participate in child serving team meetings (Act 33 meetings, Multi-Disciplinary Team meetings, etc.).
- Attend and participate in weekly supervisory meetings.
- Attend workshops, seminars, conferences and read professional publications related to child welfare and provide information and feedback to peers and other staff members.
- Maintain a confidential and professional demeanor when dealing with social service agencies, community resources, families, coworkers, and the public.
- Prepare correspondence, reports and other materials and maintain records as required.
- Organize tasks and working environment to maximize efficiency, focus attention on tasks which may be complex, routine, or repetitive without losing individual attention to each situation and circumstances.
- Assure delivery of work products that are well prepared and meet deadlines, in a manner that is accurate and thorough, thoughtful, substantive, and comprehensible.

- Work collaboratively with social service agencies, schools, hospitals, courts, and other community resources.
- Demonstrate cultural sensitivity and promote cultural competence within the Agency.
- The employee understands that they will perform all duties while adhering to and promoting the trauma-informed care and healing-centered approaches and principles laid out in the Trauma-Informed PA Plan of 2020.
- Other related duties as assigned by the Administrator.

**To Apply:**

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County  
HR Department  
125 S Diamond Street, Suite 17  
Mercer, PA 16137  
[hr@mercercountypa.gov](mailto:hr@mercercountypa.gov)

Applications can be submitted via USPS, e-mail, or hand delivered.

**Deadline to Apply: Position posted until filled**