



Job Description

Department: FISCAL
Position Title: FISCAL MANAGER
Pay Classification: P&A 07 (Entry \$49,943/yr.)
Reports To: FISCAL DIRECTOR / COUNTY COMMISSIONERS

Position Summary:

- Work with elected officials and department heads to coordinate budgeting and financial reporting, fiscal projections, and audit requirements.
- Manage accounting processes and reporting for all county departments as needed.

Major Duties and Responsibilities:

- Coordinate grant chart of accounts with Controller.
- Monitor grant reporting requirements.
- Develop and maintain grant reporting tracking system.
- Prepare workpapers for grantor auditors and coordinate departmental audit preparation.
- Provide support, fiscal data, and guidance for County Departments that desire to apply for a grant.
- Monitor grant application and award process in conjunction with Department Head and/or Departmental Fiscal Officers.
- Improve relationships with administrative offices of state and federal grantors.
- Proactively guide department heads and employees to follow grant terms to prevent disallowance of incurred costs.
- Develop proficiency in each of the grantor computer-based reporting systems.
- Review final ICAP report with Fiscal Director for approval.
- Prepare financial audit workpapers and analyses, including account reconciliations as needed.
- Participate in Payment Request processing, monthly reporting, and the annual budget process.
- Train and supervise the Fiscal Assistant and serve as the backup for those duties.

- Coordinate with the Treasurer and Controller to develop and maintain sound accounting policies and procedures.
- Oversee and maintain the County Travel Procedure.
- Other duties assigned to meet needs of financial administrative function.

Job Requirements:

- Excellent computer skills (including Excel, Word, GEMS)
- Exceptional problem-solving abilities.
- Good organizational skills, self-starter able to establish and meet deadlines (grants, audits, and budget process), including overtime as needed.
- Adaptability to variety of internet-based grantor tracking systems.
- Function independently as the County's expert on grant accounting and auditing.
- Bachelor's degree and 5 years of progressive financial management experience.
- Communicate orally and in writing with department heads, auditors, and grantors to tactfully explain or persuade grant requirements.

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

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

Deadline to Apply: Position posted until filled

****This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.**