



Job Description

Department: FISCAL
Position Title: FISCAL ASSISTANT
Pay Classification: P&A 04 (Entry \$20.0019/hr.)
Annual Pay Increases
Paid Time off (Vacation and Sick)
13 Paid Holidays per year
Insurance Benefits Package (Medical/Dental/Vision/Life)
County Pension Plan

Reports To: FISCAL MANAGER

Position Summary:

The Fiscal Assistant will support the key functions of the Fiscal Office (budgeting, grant accounting, and finance) through detail processing of expenditures and receipt transactions, general ledger coding, and special/routine projects and reports.

Major Duties and Responsibilities:

- Accounts receivable – generate invoices with supporting documentation and collection follow-up Administrative – daily mail, telephone messages, report distribution.
- Accounts payable – evaluate payment requests for budget, fiscal year, object account, and appropriate fund.
- General – support Fiscal Department activities as needed.
- Coordinate as directed with other offices, particularly Controller, Treasurer, Human Resources, and Purchasing.
- Reporting – as directed generate monthly reports and account analysis.
- Budgeting – assist with preparation of annual budget and analyze variances.
- Support preparation for a variety of audits.
- Other duties assigned to meet needs of financial administrative function.

Job Requirements:

- Education and experience in one of the following combinations:
 - Bachelor's degree with an accounting major; some experience in a general accounting function strongly preferred.
 - Associate's degree with a minimum of nine accounting credits and four years' experience in general accounting, high volume accounts payable invoice audit, and revenue invoicing;
 - 4 year high school diploma/GED with six years dedicated experience in a office environment, performing accounts payable, revenue invoicing, and data entry.
- Comprehension of general ledger structure and fiscal accounting periods.
- Computer skills: Windows network environment, intermediate Microsoft Excel and Word; demonstrated ability to learn new systems.
- Communicate in an effective and friendly manner with other County departments, vendors, and grantors to accomplish fiscal objectives of accurate, timely, and helpful records and reports.
- Good organizational skills; self-starter able to establish and meet deadlines; exceptional problem-solving abilities; detail-oriented.
- Data entry 10-key style; use of copier, fax and scanner.
- Familiarity with government funds a plus.

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