

JOB OPENING:

Commonwealth of Pennsylvania
Fiscal Technician (Local Government) - Elk County C&Y

SALARY

\$25,883.00 - \$38,824.00 Annually

JOB TYPE

Civil Service Permanent Full-Time

JOB NUMBER

CS-2026-50859-L0380

DEPARTMENT

Local Government

WORKSITE ADDRESS

300 Center Street
Ridgway, Pennsylvania 15853

CONTACT NAME

Nancy Baker

CONTACT PHONE

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CONTACT EMAIL

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THE POSITION

Elk County Children & Youth Services (CYS) is eager to welcome a motivated and detail-oriented Fiscal Technician to join our team. Showcase your talents while supporting an agency which strives to provide for the protection of children and aims to support and strengthen families in a culturally sensitive manner.

DESCRIPTION OF WORK

As a Fiscal Technician, you will be responsible for a variety of bookkeeping and clerical accounting work to help Elk County CYS provide a variety of services and programs that directly benefit children, youth, and families. Your duties will include:

Fiscal Processing: Submit invoices for county, state, and federal reimbursement; maintain accounting records, ledgers, and expenditure and budgetary control accounts

Report Generation: Prepare conducting monthly, quarterly, and yearly financial reports for agency business and for children in placement

Quality Assurance: Participate in county audits; review audits of contract providers; review contract documentation to ensure all requirements are met

Budget Support: Participate in the development of the county and state budget process; prepare budgetary projections

Knowledge Synthesis: Combine proficiency with technology used fiscal management with a working knowledge of the function of CYS services in relation to invoicing and budget management for the agency

Professional Collaboration: Work effectively with caseworkers, supervisors, administrators, provider servicers, the courts, and other involved entities; help provide training to fiscal and clerical staff

Work Schedule and Additional Information:

Full-time employment

Work hours are 8:30 AM to 4:00 PM, Monday - Friday, with a 30-minute lunch.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY QUALIFICATIONS

Minimum Experience and Training Requirements:

One year as a Fiscal Assistant; or

Three years of work involving the maintenance of fiscal or financial records, including one year of responsible work which involves the application of accounting or fiscal principles and practices; and graduation from high school; or

One year of experience in maintaining and reviewing fiscal records and an associate degree in accounting or business administration; or

Any equivalent combination of experience and training.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce.

<https://www.governmentjobs.com/careers/%7B0%7Dpabureau/jobs/newprint/5358376>