



April 3, 2017

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

Fiscal Technician

p.c. #05

Position Overview

Department:

Conservation District
Willowbank Building
420 Holmes Street
Bellefonte, PA 16823

Base Pay:

\$15.59/hour
\$32,427.20/annum
Grade: N-11

Shift Available:

Full Time (40 Hours)
8:30am-5:00pm
Non-Exempt

Required Education:

- High School Diploma or equivalent
- Plus Associate Degree in Accounting or Business Administration
- At least 1 year of computer training in Microsoft Office programs such as Word and Excel preferred.

Required Experience:

- 1-2 Years working experience in bookkeeping/accounting.
- One year as a Fiscal Assistant or 3 years work involving the maintenance of fiscal or financial records. One year of which involved the applications of accounting or fiscal principles or practices.
- Quickbooks experience desired.

Applications:

Applications for this position will be accepted until **Monday, April 17, 2017 at 5:00 pm or until a suitable candidate is selected.**

Summary of Job Functions

- Reviews, posts and codes all invoices and billings received in department.
- Posts entries to proper ledgers, and maintains accurate information and monitors accurate information and record keeping.
- Monitors cost analysis expenditures and budgetary information and records of services procured through department.
- Record and track invoices and resolve any complaints or problems.
- Verifies accuracy and completeness of all financial documents for compliance with federal, state and county policies, procedures and accounting practices.
- Prepares and submits billings for review by supervisor and further processing.
- Maintains statistical data needed for use in required reports and financial statements.
- Acts as liaison for department with various vendors and assists in rectifying any problems encountered.
- Audits claims for payments.
- Creates and maintains databases for department use.
- Financial records management including bookkeeping, accounts receivable and payable, bank statement reconciliation and contract/grant tracking.
- Prepare monthly financial reports and reports for the annual audit.
- Assists in answering phone and performing other clerical duties within the office as necessary.
- Attends meetings and/or trainings as required.
- Performs other job related work duties as required.

Equal Opportunity Employer