

# County of Berks

## POSITION DESCRIPTION FORM

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Position Title: Fiscal Operations Manager

Department: Probation and Parole Dept. Reports To: (Title) Chief PO

Wage Category:  Exempt  Non-Exempt

EEO-1 Category: Official/Administrative Union Classification: N/A

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### POSITION SUMMARY:

This position involves management of the accounting functions and financial operations of the Berks County Adult Probation and Parole Office and the Berks County Juvenile Probation Office, collectively known as the Berks County Probation and Parole Department. The Fiscal Operations Manager ensures that there are adequate control mechanisms and systems for the financial operations of each office. Through supervision of accounting and fiscal operations personnel, oversees the daily financial processes of each office. The Fiscal Operations Manager works with the Chief Probation and Parole Officer to prepare the Court, County and Needs Based budgets, is responsible for the fiscal management and reporting of all grant revenue, including the grant-in-aid for each office, and supervises staff responsible for purchasing, the processing of payroll and employee expense reporting.

### POSITION RESPONSIBILITIES:

#### *Essential Functions*

1. Ensures that all fines, costs, fees and restitution ordered by the Juvenile Court are entered in the financial portion of the Common Pleas Case Management System (CPCMS), oversees the collection of the same, and maintains the integrity of the daily cash flow to the Clerk of Courts office.
2. Works with the Adult Probation and Parole Office Office Manager to ensure that payment plans for adult offenders are entered into CPCMS in a timely fashion, "holds" are put on plans when offenders cannot make payments and dunning letters are sent monthly when appropriate.
3. Oversees collections to and disbursements from the Juvenile Probation Office's Restitution Incentive Program (RIP) and is responsible for posting interest and

8/12/ 2009  
Effective Date

11/30/2018  
Revision Date

the reconciliation of the account.

4. Maintains the Adult Probation and Parole Office's Electronic Monitoring and Supervision Fee bank accounts through the monitoring of collections and disbursements and monthly reconciliations.
5. In conjunction with the Chief Probation and Parole Officer, develops the Court, County and Needs Based budgets, as well as the financial portions of each office's yearly Grant-in-Aid applications and any budget associated with the department's active and future grants.
6. Maintains and monitors all departmental budgets, alerting the Chief Probation and Parole Officer of any fiscal irregularities or projected budget shortfalls.
7. Develops department figures for the annual Court and County budgets. Maintains accurate and timely account and actual budget analyses and initiates journal entries and budget transfers as necessary. Provides information to the County budget department to explain any variances to budgeted figures and any cash flow variances.
8. Monitors expenditures for all department-related grants in accordance with grant awards and prepares financial reports associated with the grants as required.
9. Assures compliance by departmental personnel with all County, State, and federal accounting regulations and financial recording practices.
10. Meets Controller's Office requirements and reports for year-end and/or any periodic close. Responsible for any department-related bank statement reconciliations. Responsible for monitoring the County's general ledger transactions as it pertains to the Berks County Probation and Parole Department, including reconciliations of County general ledger activity to State and/or federal income.
11. Implements and interprets policies and procedures as they effect accounting and fiscal staff; coordinates interaction between fiscal staff, probation officers, and office support personnel for workflow purposes.
12. Ensures that the bi-weekly processing of payroll is performed accurately and timely.
13. Ensures that staff submitted expense forms are submitted timely, accurately and per policy.
14. Oversees the Random Moment in Time study and on a quarterly basis, processes the Juvenile Probation Office's Title IV-E Administrative claim.

15. Supervises the account clerks and related office support staff.
16. Prepares fiscal reports and analysis as necessary.
17. Serves as the liaison with the Office of Budget and Finance and the Controller's Office.
18. Physical presence required in the office.

***Non-Essential Functions***

1. Serves as the liaison with the Fiscal Manager of the Berks County Children and Youth agency to ensure the maximization of county revenue through the Needs Based budget.
2. Serves as the liaison with the Office of the Treasurer and Clerk of Courts concerning financial matters.
3. Provides training as necessary for staff on the Oracle financial software, Smart Linx and the financial package in CPCMS.
4. When necessary, serves as the backup for accounts payable and payroll.

**MINIMUM EDUCATION AND EXPERIENCE:**

1. Bachelor's Degree in Accounting or related field, with 3-5 years of relevant experience and progressive responsibility or an Associate's Degree in Accounting or related field with 5-10 years of relevant experience and progressive responsibility, or a combination of equivalent education and experience.
2. Experience with public and private sector grant programs.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of generally accepted accounting principles with an emphasis on Fund accounting and/or Cost accounting. Knowledge of public sector accounting preferred.
2. Working knowledge of the technical requirements of accounting standards as prescribed by the Governmental Accounting Standards Board and the Financial Accounting Standards Board.
3. Ability to analyze financial data and assemble information into both standard and non-standard reports.
4. Ability to understand, apply and provide guidance on State/federal regulations and policy publications related to financial management of contracts or grant funds.
5. Ability to apply and adapt accounting methods to a variety of transactions and situations.
6. Ability to train, supervise, assign tasks, and review the work completed by staff involved in fiscal assignments.
7. Ability to think independently, delegate tasks and lead others, and effectively communicate both orally and in writing.
8. Working knowledge of integrated enterprise resource planning (ERP) financial systems (Oracle/Hyperion).
9. Excellent personal computer skills in MS Excel and a working knowledge of MS Word and Outlook.
10. Good written and verbal communication skills.

## **PHYSICAL DEMANDS:**

1. Position requires sitting and typing for extended periods of time. Articulating keyboards with attached mouse pads are used to alleviate some of the stress on the hand and back muscles. Screen glare guards or modernized low glare CRTs are used to reduce eye strain.

## **WORKING ENVIRONMENT:**

1. Normal office environment.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

\_\_\_\_\_  
*Date*

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*Signature of Supervisor*

\_\_\_\_\_  
*Date*