



County of Berks POSITION DESCRIPTION FORM

Position Title: Fiscal Assistant

Department: Information Systems **Reports To:** Fiscal Operations
(Title) **Manager**

Wage Category: **Exempt** **Non-Exempt**

EEO-1 **Union**
Category: Professional **Classification:** N/A

POSITION SUMMARY:

This position assists the Fiscal Operations Manager with all fiscal areas of the Information Systems Department. Duties are performed in accordance with all County budget and purchasing rules and procedures.

This position performs a variety of advanced typing, clerical and accounting duties requiring the application of various work methods and procedures and knowledge of department functions, policies and practices. Position requires some independent judgment. Position requires a strong customer service ethic and an ability to maintain effective working relationships at all levels within and outside of the department. Position requires the ability to multi-task and operates efficiently in a high-volume environment.

POSITION RESPONSIBILITIES:

Essential Functions

1. Assist the Fiscal Operations Manager with the procurement of hardware, software and maintenance agreements. This includes entering and submitting purchase requisitions
2. Maintain a current schedule of all IS software and hardware maintenance renewals. Processes all requisitions in accordance with this schedule.
3. Assists with payroll and time tracking information gathering and document preparation.
4. Prepare monthly invoices for submission and payment.
5. Maintains monthly payment schedules for each type of invoice.
6. Orders and maintains office supplies.
7. Assists in the creation and submission of the yearly purchase order carryforward list for the IS Department and Capital Projects.
8. Prepares, mails and tracks invoices for MCT air card, software and replacement fund participants. Maintains accurate records of payments and receipts. Submits, and tracks monthly billing, receipts and reimbursements as necessary. Coordinates and tracks all purchases made from the MCT replacement fund.
9. Assist internal and external auditors by supplying answers and documentation for Information Systems as may be required.
10. Distribute bi-weekly paychecks to the IS Department.
11. Creates and maintains user-friendly filing systems for required records and reports, including invoices and records of payment.
12. Other duties as required.

Non-Essential Functions

1. Performs the following office functions: photocopying, faxing, addressing envelopes and packages, delivering/picking up paperwork within the building.
2. Serve as a liaison between the department and the Berks County Controller's Office, Budget Office, Contracts and Procurement Department, Treasurer, and all sub-contracted vendors and/or operations on fiscal matters.
3. Perform basic customer service duties, if needed, by answering telephones, responding to inquiries and requests, and greeting visitors.

MINIMUM EDUCATION AND EXPERIENCE:

1. Minimum of two (2) years' experience in bookkeeping, accounting or secretarial assignments involving advanced record keeping (directly related business school or college courses may be substituted equally for up to one (1) year experience).
2. Associates Degree (business preferred) or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of generally accepted accounting principles, practices and procedures
2. Ability to communicate effectively, both orally and in writing, including utilizing correct spelling, grammar and punctuation.
3. Ability to understand budgets and the budget process.
4. Ability to implement new accounting forms, records, procedures, and controls.
5. Ability to implement fiscal goals and objectives.
6. Ability to meet deadlines and manage multiple tasks.
7. Ability to function autonomously with minimal supervision.
8. Ability to establish and maintain effective working relationships.
9. Analytical and problem-solving skills.
10. Proven attention to detail and timely follow-through.
11. Proficient with Microsoft Word, Excel and PowerPoint Applications.
12. Proficient with Email (Outlook) and Internet Navigation.
13. Physical presence in the office is required.

PHYSICAL DEMANDS:

While performing the duties of this position, the incumbent will frequently be required to sit for extended periods of time, stand, walk, talk or hear, use hands and work with office equipment and electronic media which can create eye strain. Occasionally, the employee will be required to lift or carry up to 25 lbs.

WORKING ENVIRONMENT:

Normal office environment. Position may require occasional travel outside of Berks County, and overnight travel may be required. Incumbent must have access to transportation.

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.