



County of Berks POSITION DESCRIPTION FORM

Position Title:	Fiscal/ Coordinator		
Department:	Workforce Development Board	Reports To: (Title)	Assistant Director of Workforce Development
Effective Date:		Revision Dates:	February 21, 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Professional	Union Classification:	N/A

POSITION SUMMARY:

This position is an entry-level grant administration professional that assists the fiscal and program management staff in accurately monitoring and reporting fiscal and program conditions to the Berks County Workforce Development Board. Duties are performed in accordance with all federal, state, and local laws governing Workforce Development grants.

This position performs a variety of advanced administrative and accounting duties requiring a working knowledge of the Workforce Development Board functions, policies, and practices. Position will be responsible for fiscal and program monitoring which may identify concerns or deficiencies that require management's attention. This position will develop written monitoring reports, provide recommendations for corrective action plans, and provide follow-up to ensure corrective action plans are executed. Position requires the ability to maintain effective working relationships at all levels within and outside of the department including non-County staff.

POSITION RESPONSIBILITIES:

Essential Functions

1. Under the direction of the Assistant Director and/or Fiscal Officer, performs regular programmatic and fiscal monitoring of subcontractors and provides programmatic and fiscal guidance to subcontractors and vendors.
2. Compiles data from quality review into monitoring reports following an established format.
3. Assists internal and external monitors/auditors by supplying documentation when requested.
4. Assists the Fiscal Officer in the accounting functions to prepare monthly and year end close out reports in conjunction with State compliance reporting guidelines.
5. Reviews and processes subcontractor and vendor expenditures. Enters invoices in the County's ERP accounting system as necessary.
6. Prepares, submits, and tracks monthly billing and reimbursement for PA CareerLink® Berks County customers and partners.
7. Enters and prints receipts of grant revenue received in the County's ERP accounting system as necessary.
8. Prepares and enters journal entries with proper documentation as needed.
9. Enters requisitions for contracts and emergency purchase orders.
10. Maintains accurate and timely budget to actual analyses and prepares budget transfers or appropriations as necessary. Provides explanations for transfers and appropriations to the County Budget Office.

11. Assists the Fiscal Officer in monitoring the PA CareerLink® Berks County operating budget and expenditures.
12. May assist in grant writing and review of Requests for Proposals as necessary.
13. Other duties as required.

Non-Essential Functions

1. Performs basic customer service duties, as required, to respond to inquiries and requests.
2. Performs the following office functions: photocopying, scanning, addressing envelopes and packages, delivering/picking up paperwork to the PA CareerLink® Berks County.

MINIMUM EDUCATION AND EXPERIENCE:

- Associate Degree preferably in Business Administration, Accounting, Legal or related study plus two years of relevant work experience such as programmatic administration, case management, fiscal assistant, and/or paralegal.
- Any other combination of education and experience which has provided the knowledge, skills and abilities may be substituted for education or experience requirements.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with public and private grant programs.
- Working knowledge of Management Information Systems (MIS) including analysis and reporting tools such as Microsoft Excel and Access.
- Working knowledge of integrated enterprise resource planning (ERP) financial systems (Oracle/Hyperion).
- Working knowledge of generally accepted accounting principles, practices, and procedures.
- Ability to understand budgets and the budget process.
- Experience with public and private grant programs.
- Proficient with Microsoft Word, Outlook, and PowerPoint applications.
- Ability to meet deadlines and manage multiple tasks.
- Ability to establish and maintain effective working relationships.
- Analytical and problem-solving skills.
- Strong quantitative skills.
- Superior attention to details and accuracy in work product.
- Ability to function under “team” concept and positively contribute to the overall operation of the WDB and the PA CareerLink® Berks County.
- Working knowledge of general contracting and procurement principles.
- Ability to collect data and information on performance.
- Ability to synthesize and summarize information.
- Excellent interpersonal, verbal, and written communication.
- Valid PA Driver’s License.
- Ability to handle stress.
- 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.
- involves considerable time working with a personal computer and adding machine.
- Occasionally requires travel in and out of state - valid driver’s license required.

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.