

## BEAVER COUNTY CHILDREN AND YOUTH SERVICES

**TITLE:** FISCAL OFFICER 2  
**DEPARTMENT:** CHILDREN AND YOUTH SERVICES  
**POSITION:** LO316/2103106

### PURPOSE OF THE POSITION:

The employee in this class assists the Agency Administrator in major operational decisions concerning the Fiscal Department. All Professional Accounting Operations and Administrative duties directing total Fiscal Operations of a County Children and Youth Services Agency are designated and reviewed by the Administrator to ensure adherence to all Federal, State, and County guidelines.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*THE FOLLOWING DUTIES AS OUTLINED BY SERVICE AREAS ARE NORMAL FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.*

- Work closely with the Administrator with performing total fiscal operations
- Maintain complex fiscal, accounting rules and regulations, receipts and expenditures, review and assist with program funded and fee for service provider agencies
- Conduct audits and responsible for IV-E audits and Attorney General Audits
- Develop processes and protocols to assist Administrator in the operation of the agency to benefit the state regulations, county policy, and Beaver County Children and Youth Services' policy
- Develop cost allocation plans, time studies for the state, fiscal and accounting records, and requirements
- Develop IV-E manuals, paperwork to streamline reporting mandates, fiscal policy, and procedures to make sure Agency runs efficiently
- Attend PCYA meetings and conferences as well as meetings relating to fiscal policy for the State and Federal mandates
- Maintain complex fiscal, accounting, and banking records and client escrow accounts
- Supervise fiscal unit: Fiscal unit is comprised of two fiscal technicians, 1 fiscal assistant, an Accountant 2 and an Accountant 1; Data Analyst is supervised by Accountant II
- Make sure agency follows the guidelines of state regulations, CYS bulletins, Administrative bulletins, IV-E manuals and guides, Title 55 regulations and ALL county policies and procedures
- Daily decisions prioritizing job assignments and special projects for Administrator or state requirements
- Work daily with Casework Supervisors, County Case Managers, Administrators, Treasurer's Commissioners, and Controller's office to ensure proper procedure and good accounting methods are followed
- Supervise complex accounting structure for state and federal reporting and balancing County ledger and maintaining all records for the county and state reporting
- Responsible for completion of State and County budget
- Responsible for grants awarded to Beaver County Children and Youth Services (BCCYS) through the Needs Based Budget (NBB); county reporting regarding checking accounts, rep payee accounts and any saving accounts IV-E files for reimbursement of federal and state dollars; Adoption files; all records sent to the mine for storage; pay all BCCYS invoices and maintain all records or expenditures/receipts
- Monitor contracts with Program Specialist I for compliance

- Indirect cost allocation and retirement cost invoices
- Statistical analysis for the Administrator of agency issues or cost overages
- Regularly monitor the state and county budget for compliance
- Keep track of costs so county does not incur an over the budget issue which would not be reimbursable
- Oversee the payroll compliance issues and problems working with Union to maintain a good working relationship for the agency
- Performs other related duties as assigned

**Supervisory Responsibilities and Work assignments**

The fiscal unit is comprised of a data analyst, 2 fiscal technicians, 1 fiscal assistant, an Accountant 2 and an Accountant 1; Data Analyst is supervised by Accountant II along with the ITTech

- Work is assigned to each based on their role and function within the fiscal department.
- Accountants work on Special Grants including Evidence Based, Promising Practice, Housing, SHIFT, POSC, IL, IT, and Preventive Services IV-E under Families First as well as providing the County Controller’s Office with annual GASB report to show all Federal and State revenue received and expenses incurred, among other things.
- Fiscal Technicians work on (among other things) generating the monthly foster/kinship, adoption and SPLC pay vouchers from CAPS or agency database and reviewing Purchased Services invoices for accuracy and supporting documentation and code invoice for AP.
- Typical work for the fiscal assistant includes receiving and processing all AP/AR.

All work is monitored, and spot checked for accuracy, completeness, timeliness, and adherence to all practices and protocols.

**Minimum Experience and Training:**

One year as a County Fiscal Officer 1:

**Or**

Two years of accounting and/or budgetary experience and a business-related bachelor’s degree that includes six college credits in accounting;

**Or**

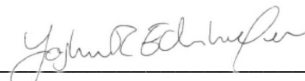
Four years of accounting and/or budgetary experience and a business-related associate degree that includes six college credits in accounting;

**Or**

An equivalent combination of experience and training which includes or is supplemented by six college credits in accounting.

05/15/2024

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
Joshua Edenhofer, Administrator