

BEAVER COUNTY CHILDREN AND YOUTH SERVICES

TITLE: FISCAL TECHNICIAN
DEPARTMENT: CHILDREN AND YOUTH SERVICES
POSITION: L0380

PURPOSE OF THE POSITION:

This is an advanced clerical-accounting work involving the application of bookkeeping principles and practices. This position is supervised by the Accountant 2 and the Fiscal Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews, posts, and processes a variety of financial, payroll or audit documents: Social security payments, domestic relations payments
- Analyzes forms, correspondence, reports, and other fiscal records for IV-E determination, accuracy of information, and compliance with rules and regulations.
- Maintains expenditure and budgetary control accounts and prepares reports relating to account and fiscal status.
- Generate the monthly foster/kinship, adoption, and SPLC pay vouchers from CAPS or agency database. Travel expenses incurred by the foster parent are also reviewed and calculated for reimbursement. Pay vouchers are charged against the proper agency account and submitted to the County's Controller Office for payment. Set up and maintain information on direct deposits for foster/adoption families with the Controller's Office, along with new vendor numbers.
- Review Purchased Services Invoices for accuracy and supporting documentation, and code the invoice for AP, then enter the amount in the Excel spreadsheet. This file is the control against accounts paid.
- Monthly report of JPO purchased placement cost that is added to the Act-148 expenditure report. JPO invoices are reconciled to the child placement data.
- Maintain IV-E database. Keep the indexes up to date
- Birth certificate database and original certificate files for all children in placement
- Notary for the agency for official business for CYS
- Sets up all new Vendors
- Request medical cards for children placed in foster care; handle any problems with billing of providers as needed; keep a folder of each child in care.
- Participate in monthly meetings with the health care provider
- File all court orders accordingly and mark court dates. File all change of placements.
- Create adoption files when a child is in the process of adoption, including intent to adopt, adoption agreement, adoption change of placement, CY61A, final adoption decree, TPR, termination order, tax credit form, clearance, certificate of approval, family profile, child profile, and medical papers.
- Responsible for creating transmittals for non-program income, sending them to the courthouse, and recording them in CAPS when received back with the receipt from the courthouse. File in the appropriate folder when this is completed.
- Responsible for creating transmittals and depositing miscellaneous income (refunds, donations, etc.) and posting in Lotus approach/child info. File in the appropriate folder when completed.

- Create a IV-E File for each child in placement; gather household information including members, paramours grandparents, etc. Give the placing worker the IV-E information sheet to complete. Create the 24 hr. placement letters and give to clerical. Complete and print IV-E general form from CAPS and generate the statement of family resource form. Print out the index and send CY60 to Welfare. When it is returned, request the medical card. Next, complete the CY61 Eligibility Form and send to welfare. When it is returned with the Income Calculation Worksheet, compare with CY61 for eligibility determination. Post to CAPS. Every 10 months, review and record. When a child leaves care, a CY61 closing must be generated.
- Create an SPLC file when the child is in a permanent setting. Include Permanent Legal Confirmation of Intent, Subsidy agreement, references, clearances, Family Approval Document, Family Profile, Child Profile and Medical information. Send packet to welfare with CY60 closing, CY61C, Termination Order, Copy of final SPLC Order, copy of the Custodianship/Custody Agreement, signed by all parties, and a completed Medical Health Care application filled out by the SPLC custodian. Backup for the Fiscal Assistant when necessary
- Submit a quarterly list of current staff and their supervisor to Public Consulting Group. A random list will be generated with the date and time of a worker. Notify the worker with this information, collect case note and complete the form accordingly.
- Comprise the itemization of reimbursable salary and fringe benefits to the county, and get biweekly time sheets and an invoice for the worker attending CWEL

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced knowledge of bookkeeping principles and practices. Knowledge of office practices and equipment
- Ability to perform detailed work with written or numerical data
- Ability to prepare routine and procedural financial reports and forms; Maintain established methods for financial transactions

MINIMUM EXPERIENCE AND TRAINING:

One year as a Fiscal Assistant

OR

Three years of work involving the maintenance of fiscal or financial records, including one year of responsible work that involves the application of accounting or fiscal principles and practices, and graduation from high school.

OR

one year of experience in maintaining and reviewing fiscal records and an associate degree in accounting or business administration;

OR any equivalent combination of experience and training.