

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN 54

POST DATE: May 3, 2022

APPLICATION DEADLINE DATE: May 16, 2022

Applications to be filed with Children & Youth Services

Questions relating to the application process can be directed to:

Gail Marek; 76 Susquehanna St, Jim Thorpe, PA 18229

Phone: 570-325-3644

POSITION: Fiscal Assistant

DEPARTMENT: Children & Youth

RATE OF PAY: \$13.18 per hour

HOURS WORKED: 8:30 – 4:30

OVERALL OBJECTIVE OF JOB: This position will be responsible for assisting with financial processes related to dependent children within the Office of Children and Youth Services.

QUALIFICATIONS:

Education/Training: An associate degree in accounting or business administration including or supplemented by 6 credits in accounting. Work Experience: Minimum Experience and Training: Two years of experience performing bookkeeping or clerical accounting work. Or any equivalent combination of experience and training.

ESSENTIAL FUNCTIONS OF JOB:

1. Works indoors in adequate workspace, lighting, temperatures, and ventilation.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt in office.
4. Periodically works beyond normal work hours or on as-needed basis.
5. Works in conditions of potential outbursts or disruptive behavior of clients.
6. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess above average ability to pay attention to detail, accuracy and concentration of work.
3. Must possess good organizational, math and bookkeeping skills, including knowledge of budgets and financial reports.
4. Must possess ability to handle a high volume of work efficiently.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess working knowledge of operating personal computers and other office equipment.
7. Must possess good communication skills and interpersonal skills.
8. Must have ability to prepare required reports in a timely and accurate manner.
9. Must possess knowledge of and understand federal, state and county laws, policies and procedures in regard to accounting practices and methods.
10. Must possess knowledge of general accounting methods, policies and procedures, and the ability to prepare required financial reports and statements.
11. Must possess some knowledge of or ability to learn and apply SSI, social security and other benefits to clients as department requires.

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POSITION: Fiscal Assistant

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WORKING CONDITIONS:

1. Works indoors in adequate work space, lighting, temperature and ventilation.
2. Works with average indoor exposure to noise, stress and disruptions.
3. Occasionally deals with angry or disruptive individuals.

PHYSICAL/MENTAL REQUIREMENTS:

1. Must possess the ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds and occasionally requires lifting child or objects weighing about 30 to 40 lbs.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
8. Must be able to pay close attention to details and concentrate on work.

EQUAL OPPORTUNITY EMPLOYER