



MERCER COUNTY BEHAVIORAL HEALTH COMMISSION, INC.

JOB TITLE: Fiscal Assistant
HOURS OF WORK: 37.5 Hours/Week
FLSA STATUS: Non-exempt

DEPARTMENT: Fiscal/Accounting
EMPLOYMENT STATUS: Full-time

OVERALL OBJECTIVE OF JOB

This is a position within the Accounting Department which is primarily responsible for the agency detail related to the purchasing, duties related to MH base reporting and tracking, and other accounting/clerical duties to assist the department.

ESSENTIAL FUNCTIONS OF JOB

- Responsible for the agency's purchasing. Ensures fiscal regulations are followed inclusive of federal, state, and local procedures. Adheres to guidelines, and when necessary, assist with tagging and proper safeguarding of assets.
- Ensures policies and procedures are followed and, at times, recommends changes to ensure practices are current.
- Prepares purchase orders or bid requests. Confers with vendors to obtain product or service information. Reviews requisitions and places orders. Maintains office supplies.
- Secures lowest, possible pricing for purchasing.
- Responsible for the receipt and coordination for the delivery of equipment, supplies, and furniture for the MCBHC and that the appropriate department and/or person is notified of such delivery or assuring that items are taken to and assembled in the appropriate area, office, or HUB locations.
- Responsible to take the lead in our Consolidated Community Reporting Initiative (CCRI) mental health responsibilities inclusive of client registrations, encounter information, and working with providers to garner all pertinent information.
- Will work with the IT Department related to CCRI activities.
- Add, update, and maintain base mental health client registrations in Home and Community Services Information System (HCSIS) for the purpose of generating an MHX number which is required for reporting base funded client encounters.
- Facilitate client transfers/acceptances when a client has been identified as a base funded and is presently registered in another county or moving to Mercer County.
- Collect monthly encounters from all identified base funded providers as determined by the state's CCRI definitions of reportable base funded services. This may include 837 electronic file submissions that are imported into Susquehanna (CPRWeb) or manually completing data entry of the encounters so an 837 can be generated.
- Check to ensure regular submissions of encounters are being reported to the state. Review and correct any encounter submission errors. Correct and work with vendor for resubmission.

OTHER DUTIES OF THE JOB

- Attends meetings and training as job requires.
- The incumbent of this position encounters confidential information and must maintain strict confidentiality as defined by state and federal regulations and agency policy.
- Position will require participation and active involvement in departmental functions to support organizational philosophies and mission.
- Position will participate in Quality Assurance activities as required to ensure program fiscal compliance.
- Performs other job-related duties as required and/or assigned by your supervisor.

SUPERVISION RECEIVED

Position is responsible to the CFO. Supervision is done through individual and/or department meetings on an ongoing or as needed basis.

SUPERVISION GIVEN

Not applicable.

WORKING CONDITIONS

- Work indoors in limited workspace with adequate lighting, temperature, and ventilation.
- Works with average indoor exposure to noise, stress, and disruptions.
- Normal indoor exposure to dust/dirt.
- Works in conditions of potential outbursts or disruptive behavior of clients.
- Travels periodically to meetings and trainings.

PHYSICAL AND MENTAL CONDITIONS

- Must possess ability to record, convey and present information, explain procedures, and follow instructions.
- Must be able to sit for lengthy periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching, and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to perform duties of job.
- Must be able to lift and/or carry items such as work-related supplies, boxes, and miscellaneous objects. Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.

- Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- Must have a high school diploma or GED with at least two years of office work experience performing bookkeeping or clerical work or
- an associate degree in accounting or business, or
- any equivalent combination of experience and training.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Must possess the technical knowledge of operating personal computers and other office equipment and must be proficient in Microsoft excel and word.
 - Must be able to speak and understand the English language in an understandable manner to perform essential job duties.
 - Must possess effective communication and interpersonal skills.
 - Must possess initiative and problem-solving skills.
 - Must possess ability to function independently, have flexibility and the ability to work effectively with vendors, providers, co-workers, clients, and others.
 - Must possess ability to maintain confidentiality regarding employee and consumer information and records.
 - Must possess a valid driver's license and a willingness to travel as needed.
 - Must possess ability to plan and organize work and prepare adequate records and reports.
 - Must possess ability to practice organizational and stress management skills and to practice use of good judgment.
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Interested candidates may submit an employment application from our website www.mercercountybhc.org, or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

Please send application to:
Mercer County Behavioral Health Commission, Inc.
ATTN: Lynnett Beck, HR
8406 Sharon-Mercer Road
Mercer, PA 16137

Email to: Lynnett.beck@mcbhc.org

Fax to 724-893-1067

Affirmative Action/Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the Employer provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

Revised 7-14-22