



## MERCER COUNTY BEHAVIORAL HEALTH COMMISSION

**JOB TITLE:** Fiscal Officer I

**DEPARTMENT:** Fiscal/Accounting

**FLSA STATUS:** Non-exempt

**EMPLOYMENT STATUS:** Full-time

**MCR CLASS CODE:** P1010 Budget Analyst I

**HOURS OF WORK:** 37.5 Hours/Week

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### **OVERALL OBJECTIVE OF JOB**

This is a responsible professional accounting position involving the application of accounting principles and governmental accounting.

### **ESSENTIAL FUNCTIONS OF JOB**

- Maintaining current staff and building allocations for reporting.
- Responsible for maintaining staff personal benefit accounts.
- Assist payroll in balancing employee benefits.
- Incumbent of this position will be responsible for the agency's accounts payable system. This includes, but is not limited to, making sure all proper paperwork is in order prior to payment, dates are verified, and weekly payments are made.
- Responsible for maintaining an updated and readily accessible filing system.
- Position responsible for all DDAP reporting on a monthly, quarterly, and annual basis as required. This includes, but is not limited to, regular DDAP financial reporting, BHSI and Act 152 reporting. This may require communication with appropriate supervisors for backup documentation. Critical that all reports are balanced with financial statements.
- Position will contribute to the development of policies and procedures as it relates to drug and alcohol regulations.
- Position will maintain a solid knowledge of DDAP fiscal regulations and will keep the Director abreast of those regulations and any amendments. Responsible for ensuring these guidelines are followed i.e., maintaining that the Administrative cost center expenses are not more than 20% of DDAP funding and case management restrictions are followed.
- Position must be familiar with mental health, waiver, and early intervention funding and regulations.
- Position will be key support for drug and alcohol fiscal regulations and reporting and will assist CFO with making sure all guidelines are followed.
- Responsible for assisting CFO in budgeting.
- Responsible for reporting and communicating any unusual issues or problems to the CFO.

- Responsible for reviewing and approving provider invoices as they relate to Drug and Alcohol and maintaining detailed documentation.
- Responsible for making agency bank deposits, creating journal entries, and, if necessary, assists with monthly bank reconciliation.

### **OTHER DUTIES OF THE JOB**

- Attends meetings, training and staffing as required.
- 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 participate in Quality Assurance activities as required to ensure program/fiscal compliance.
- Performs other job-related duties as required and/or assigned by the CFO.
- Assist auditors with annual audit visit.
- Maintain monthly health insurance co-pay sheet.

### **SUPERVISION RECEIVED**

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

### **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.

### **PHYSICAL AND MENTAL CONDITIONS**

- Must possess ability to record, convey and present information, explain procedures, and follow instructions.
- 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 job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.

- 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.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

**QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE**

One year of experience performing technical budget administration work; and such training as may have been gained through graduation from a four-year college or university;

or

any equivalent combination of experience and training.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Must be able to speak and understand the English language in an understandable manner to carry out 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 clients, co-workers, and others.
- Must possess ability to maintain confidentiality regarding consumer information and records.
- Must possess technical knowledge of operating personal computers and other office equipment.
- Must possess a valid driver's license and a willingness to travel as needed.
- Must possess thorough knowledge of accounts payable principles and methods.
- Must possess ability to plan and organize work and prepare adequate records and reports.
- Must possess ability to understand and interpret laws and regulations regarding D&A programs and services.

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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Fiscal Officer I and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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(Signature of Employee)

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(Date)

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(Signature of CFO)

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(Date)

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 3/26/24