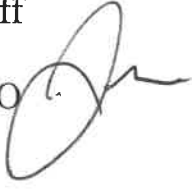




# Mercer County Behavioral Health Commission, Inc.

Administration/Prevention/Case Management  
724-662-1550 Fax: 724-662-1557

Central Intake/Evaluation/Emergency  
724-662-2230 Fax: 724-662-9292 Emergency: 724-662-2227

**TO:** All MCBHC Staff  
**FROM:** Jim Melvin, COO   
**DATE:** March 26, 2024  
**RE:** Posting for Fiscal Officer Position

The Mercer County Behavioral Health Commission, Inc. is seeking interested, qualified candidates for the following position.

## **Fiscal Officer**

This is a full-time position within the fiscal department which is primarily responsible for the agency's accounts payable, maintaining current staff and building allocations for reporting, assist payroll in balancing employee benefits, DDAP reporting on a monthly, quarterly, and annual basis as required, assist CFO in budgeting, responsible for making agency bank deposits, creating journal entries, assist with monthly bank reconciliation, and other accounting/clerical duties to assist the department. Must be proficient in Excel and Word.

Any interested internal candidates should express their written interest to this office through their respective supervisor, no later than the close of normal business on Monday, April 1, 2024.