



## **MERCER COUNTY BEHAVIORAL HEALTH COMMISSION, INC.**

JOB TITLE: Fiscal Assistant  
HOURS OF WORK: 37.5 Hours/Week

DEPARTMENT: Fiscal/Accounting  
EMPLOYMENT STATUS: Full-time  
FLSA STATUS: Non-exempt

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### **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 statistical computer activities.
- Add, update, and maintain base mental health client registrations.
- Required to do data entry for statistical information and detailed related to same.
- Must possess the technical knowledge of operating personal computers and other office equipment and must be proficient in Microsoft excel and word.

### **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](http://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:**

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

Email to: [Lynnett.beck@mcbhc.org](mailto: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.