

County Fiscal Officer 1 (Local Government) - Lackawanna County D&A

Salary

\$60,000.00 Annually

Location

Lackawanna County, PA

Job Type

Civil Service Permanent Full-Time

Department

Local Government

Job Number

CS-20221184-L0315

Closing

3/16/2022 11:59 PM Eastern

Job Code

L0315

Position Number

80007770

Bureau/Division Code

88746035

Bureau/Division

DA Lackawanna Co Drg Alchl Abs

Worksite Address

123 Wyoming Avenue

City

Scranton

Zip Code

18503

Contact Name

Pat Cushner

Contact Phone

570-963-6743 ext. 1502

Contact Email

cushnerp@lsodap.org

- [DESCRIPTION](#)
- [BENEFITS](#)
- [QUESTIONS](#)

DESCRIPTION OF WORK

In conjunction with the SCA Administrator, manages the financial operations of the SCA. Develops the SCA's annual budgets for the PA Department of Drug and Alcohol Programs, PA DHS Office of Mental Health and Substance Abuse Services, and the Drug and Alcohol section of the Lackawanna County Budget. Oversees the SCA's complex multi-faceted fiscal and accounting system, including development and maintenance of a financial tracking system. Prepares cost studies and special analysis reports at the request of the SCA Administrator, including both budget projections and forecasts. Revises SCA budget and submits modifications with justifications to DDAP based on additional revenue available or unexpected expenses incurred during the fiscal year. Advises the SCA Administrator on reallocation plans.

Serves as primary contact for PA departments on all matters pertaining to fiscal operations and budget submissions. Reviews and monitors fiscal and accounting operations of program funded and fee-for-service provider contracts. Analyzes spending levels of contracted service providers to identify over or under spending in order to reallocate funds or renegotiate contracts. Acts as technical consultant to provider agencies in interpretation of DDAP fiscal guidelines and other fiscal matters relative to program operations. The work is interesting and challenging by having continual growth and learning new skills for the expansion of drug and alcohol services. Working in public service helps improve quality of life, livelihood, and community.

- Full-time employment.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY

Qualifications:

- **Minimum Experience and Training Requirements** - Two years as a Fiscal Technician and six college credits in accounting, **OR** one year of accounting and/or budgetary experience and a business-related bachelor's degree that includes six college credits in accounting; **OR** three years of accounting and/or budgetary experience and a business-related associate's degree that includes six college credits in accounting; **OR** five years of bookkeeping experience and six college credits in accounting; **OR** an equivalent combination of experience and training that includes or is supplemented by six college credits in accounting.

- Must meet [PA residency requirement](#) – For more information on ways to meet PA residency requirements, follow the [link](#) and click on Residency.
- Hiring preference for this vacancy will be given to candidates who live within Lackawanna County. If no eligible candidates who live within Lackawanna County apply for this position, candidates who reside in other counties may be considered.
- Do **not** submit resumes, cover letters, and similar documents. These documents will **not** be reviewed and the information contained therein will not be considered for the purposes of determining your eligibility for the position or to determine your score. Information to support your eligibility for the position must be provided on the [application](#) (i.e., relevant, detailed experience/education).
- This posting requires submission of a copy of your college transcript(s). Unofficial transcripts are acceptable. You may upload your document as an attachment during the application process. You must still complete the application and answer the supplemental questions. All documents **MUST** be uploaded prior to the submission of your application.
- Must be able to perform essential job functions.

Veterans: Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to www.employment.pa.gov/Additional%20Info/Pages/default.aspx and click the Veterans' Preference tab or contact us at ra-cs-vetpreference@pa.gov.

Telecommunications Relay Service (TRS): 711 (hearing and speech disabilities or other individuals).

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

EXAMINATION INFORMATION

- Completing the application, including all supplemental questions, serves as your exam for this position. No additional exam is required at a test center (also referred to as a written exam).
- Your score is based on the detailed information you provide on your application and in response to the supplemental questions.
- Your score is valid for this specific posting only.
- You must provide complete and accurate information or:
 - your score may be lower than deserved.
 - you may be disqualified.

- You may only apply/test once for this posting.
- Your results will be provided via email.

Agency

Commonwealth of Pennsylvania

Address

613 North Street

Harrisburg, Pennsylvania, 17120