

POSITION DESCRIPTION

AGENCY

Mental Health and Recovery Board of
Portage County

POSITION CONTROL NUMBER	<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency New Position X Change		COUNTY OF EMPLOYMENT Portage	
	USUAL WORKING TITLE OF POSITION Fiscal Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISION Chief Financial Officer	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) FROM: 7:30 AM TO: 3:30 PM 40 hours per week (daily hours can be varied to accommodate availability). May be required to work evening hours or flex time.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
CLASS TITLE	Job Duties in order of importance		Minimum Acceptable Characteristics	
	<p><u>Accounts Payable</u></p> <ul style="list-style-type: none"> Process weekly Accounts Payable to include submission of vouchers to the County Auditor's office for payment. Compare vendor backup to invoices and contact the vendors to make the corrections or answer their questions. Input data in County MUNIS system and Board Sage 50. G/L. Maintain various additional vendor grant spreadsheets. Scans weekly batches to vendors. Process purchase requisition needs for Board and Board staff. Input data into MUNIS. Follow up with County Purchasing Office to maintain timely workflow of purchasing documents. Input new vendor information to County system and follow up on status. Prepare monthly composite invoice lists for Board packet. Maintains Microsoft Excel payment accumulator and payments made to ensure they are expensed correctly and reconciled back to MUNIS and Peachtree weekly. <p><u>Payroll</u></p> <ul style="list-style-type: none"> Process bi-weekly payroll for Board staff. Input information into MUNIS and G/L. Track leave accrual balances for employees. Ensure timely submission of P/R documentation to County Payroll office. Process employee personnel paperwork affecting pay, benefits and leave accruals. <p><u>Accounts Receivable</u></p> <ul style="list-style-type: none"> Process billings to County agencies and private vendors. Process all remittances of receivables and post to MUNIS and G/L. Track status of aged receivables and reconcile monthly. Track payments received from the County Levy funds due us and post to G/L. Reconcile Account Receivable Accounts monthly. <p><u>Operations</u></p> <ul style="list-style-type: none"> Aids in preparation of Board Finance Committee materials. Provides back up in the absence of the Secretary. Reconcile contract balances, update spreadsheets, and upload files to HE weekly. Maintain necessary documents and information for monthly grant billings for Chief Financial Officer to submit to the State. <p><u>Accounting</u></p> <ul style="list-style-type: none"> Maintain tracking schedules as assigned. Reconciles project codes in Sage 50, and SmartCare weekly. Reconciles MUNIS monthly and creates general journal entries in MUNIS and Sage 50 to tie project codes tied to Sage 50. Reconciles operating cash within five days of month end. <p><u>General</u></p> <ul style="list-style-type: none"> Travel to Administration building as needed for contracts, payroll, etc. Other duties as assigned. 		<ul style="list-style-type: none"> Associates Degree in Accounting and/or relevant job experience. Experience in Accounts Payable, Accounts Receivable, Payroll, and General Ledger. Experience with complicated account reconciliations. Computer proficiency in spreadsheet and general ledger software. (Microsoft Office experience preferred). Ability to handle sensitive and confidential telephone and face-to-face contacts with public and government officials. Ability to work independently; good communication skills; and ability to work well with others. Ability to adapt to changing priorities while staying focused on the big picture. Proven collaborator and problem solver. Accurate attention to detail in doing day to day work. Valid Driver's License and Automobile Insurance 	
CLASS NUMBER	List Position Numbers and Class Titles of positions directly supervised.		SIGNATURE OF EMPLOYEE	DATE
			SIGNATURE OF AGENCY REPRESENTATIVE	DATE 5-18-2021