



Allegheny County Controller's Office

JOB ANNOUNCEMENT

POSITION TITLE: Fiscal Clerk
DEPARTMENT/DIVISION/SECTION: Controller's Office/Accounting Division
REPORTS TO: Operations Manager

MINIMUM REQUIREMENTS:

High school graduate with basic knowledge of database processing. Competency with extensive computer, telephone, and adding machine/ calculator use. Proficiency using Microsoft Office programs. Willingness to participate in training and ability to learn a variety of accounts payable functions.

POSITION SUMMARY: The role of the fiscal clerk in the Accounting Division of the Controller's Office is to ensure that submissions of contracts, purchase orders, vouchers, and travel reimbursements are audited and processed efficiently and accurately according to the policies and requirements of the Allegheny County Controller's Office.

DUTIES:

With training, a fiscal clerk may be assigned to any one of four (4) accounts payable sections within the Controller's Office. Cross-training may be encouraged across multiple sections, meaning that employees may need to understand multiple roles in the workflow process. Employees may be assigned both primary and secondary tasks and roles. The main sections are duties are as follows:

Pre-Processing:

- Create and maintain database of all W-9s on file in Controller's Office.
- Perform maintenance of the vendor database and the assignment of vendors in the initial stage of the accounts payable cycle.
- Receive "stale date" report from Treasurer's Office.
- Data input of information pertaining to all check processing of special payments, including purchase orders and re issuance of stale checks.
- Maintain Constable's database, along with updating insurance.
- Research and provide information to individuals with "unclaimed property" claims.
- Follow-up on purchase orders returned to departments for additional information.
- Review inputs and documentation prior to submission or preparation of a purchase order.
- Void escheated payments/ checks.
- Process Local Services Taxes.

Contracts:

- Receive, review, and track contracts and letter agreements entered into throughout Allegheny County's governmental departments and offices.
- Acknowledge receipt of and track all incoming contracts by entering dates into action tracking database.
- Enter pertinent information into database about contractual agreements including verification of appropriate insurances and authorized signatures ensuring executive Actions are complete.
- Extend contracts as required and update modifications to contracts in system.
- Oversee public opening and tabulate bids submitted for Public Works projects.
- Create purchasing contracts.
- Input item master contracts into JDE to update or create new item numbers.
- Input all vouchers and contracts into system for payment.
- Email executed contracts to responsible departments.
- Scan and index all incoming contracts.
- Develop and maintain working knowledge of DocuSign programs.
- Audit all contracted vouchers.

Pre-Audit:

- Receive, review, and update Constable documentation and prepare for invoicing and payment.
- Audit and verify NOC and contract vouchers and invoices to ensure validity.
- Review contracts to verify that revisions and extensions have been made and invoices and vouchers are in accordance with contract before payment approval.
- Audit all purchase order requisitions and encumbrances to verify amount totals on invoices, requisition papers, and JDE for consistency.
- Auditing for all expenditures and charges for education and travel reimbursement for employees countywide.
- Audit all DHS vouchers on NOC and contract in On Base.
- Ensure timely and accurate processing of all relevant and necessary documents for payment on ongoing, rolling basis.
- Identify mistakes or errors in payment documentation and return to appropriate parties for correction.
- Audit all travel reimbursements.

Post-Processing/Verification:

- Review purchase orders and vouchers, including Constables, for payment.
- Ensure information is correct (invoice number, supplier number, and total to be paid).
- Prepare warrant run authorization for Court Records, Wills/ Orphans, and Department of Real Estate.
- Responsible for overseeing pressure-sealing of all checks being sent out of the Controller's Office.
- Contact department heads for check pick-up, and mail all County checks, including sending necessary attachments and documentation.

Post-Processing/Verification, cont.:

- Receive and process electronic files, including CYF (Foster Care), Federal Programs (MATP), Workers' Compensation (Medical, Expense, & Indemnity), and Constables.
- Prepare all physical documentation after payment so that it can be indexed and scanned for imaging purposes.
- Return to fund of non-County checks.
- Stop-payments of County checks and reissues when necessary.
- Post all batches so that checks and warrants can be produced.
- Ensure the swift and thorough processing of documents.

Other Tasks:

- Prepping and scanning of all incoming documents.
- Typical office duties, such as answering phones and filing documents.
- Weekly filing of documents in Controller's Office vault, including bi-annual vault clean-up.
- Election payment processing.
- Maintain cross-training so as to effectively perform all relevant job duties, as needed.

Ability To:

- Work independently with little or no direct supervision.
- Respond to changing priorities and accomplish a multitude of tasks in a timely fashion.
- Work under pressure while being detail-oriented and organized.
- Use computer and understand multi-screen accounting programs (JDE).
- Learn and work comfortably with enterprise content and process management software and database management programs.
- Retain information (accounting principles and government regulations) and build on accounts payable knowledge.
- Represent the Controller's Office in inter- and cross-departmental communication.
- Extensive use of computer, phone, and adding machine/calculator.
- Assist with the training of peers, as needed.