



100 Gypsum Rd., Suite 201
Stroudsburg, PA. 18360

Job Description

Fiscal/Administrative Assistant

(FAA)

Revised 02162024

REPORTS TO

The Monroe County Control Center (MCCC) Director of Communications, "DOC".

GENERAL

This position, in addition to directly assisting the DOC, will also be responsible to manage the day to day financial activities for MCCC. The Fiscal/Administrative Assistant (FAA) will also assist the DOC with the preparation of the Board of Directors Meetings, as well as other meetings and projects. The FAA will be responsible to record the minutes for such meetings and projects as directed by the DOC.

This person will be integrally involved in the development of short-term and long-range planning processes, including but not limited to the preparation and management of the agency's budget. This person will also be responsible for providing data and doing research for contract negotiations as well as preparing documents/reports for the annual MCCC audit as well as the audit conducted by PEMA's 9-1-1 Division.

ESSENTIAL DUTIES of the POSITION (non-exclusive list)

The FAA will be responsible for maintaining all financial reporting requirements on-behalf of the MCCC, and his/her specific duties/essential functions shall include:

- Directing and performing numerous accounting activities such as accounts payable, accounts receivable, review and verification of invoices, and bank account reconciliations.
- Processing fund transfers from MCCC bank accounts and other financial institutions.
- Performing data entry into the MCCC's accounting system.
- Assisting with strategic financial management activities including annual budget development, and financial planning/reporting.
- Involvement in the sourcing and contracting of suppliers.
- Assisting with the management and implementation of grants.
- Maintaining accurate financial records for all MCCC's activities.
- Preparing monthly financial reports, which will include a review of project activities and expenditures to ensure invoices correspond to payments, program incomes and contractual obligations.
- Managing the receipts and disbursements of the various procurement processes.
- Assuring all invoices are audited for compliance with contract terms and supervises contract closeout.
- Making recommendations to the DOC on streamlining operations but also assures fiscal policies and procedures remain in compliance with all local, state and Federal requirements.
- Managing "tower contracts" to ensure any rate changes and receipts and disbursements.
- Working closely with the MCCC legal team.
- Assisting the DOC with the hiring process including the scheduling of interviews, tests and the on-boarding process.
- Preparing the semi-annual evaluations for the DOC and the 911 Operations Director "OD".
- Performing other related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

The requirements listed below are representative of the minimum knowledge, skill and/or ability required to perform this job successfully.



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- Advanced computer skills and word processing skills. Microsoft "Office" Suites.
 - Must have recent experience and be well versed in the use of "Quick Books" financial software.
 - Strong mathematical background.
 - Experience with spreadsheets and automated accounting systems.
 - Ability to accurately sort, check, count, and verify numbers.
 - Ability to multi-task, prioritize and work efficiently.
 - Ability to listen, communicate (written and verbal), and follow-up effectively with all staffing levels.
 - Strong inter-personal skills.
 - Excellent grammar, spelling, proof-reading skills and strong attention to detail.
 - Ability to work independently, be a self-starter, and energetically approach tasks assigned.
 - Ability to demonstrate good common sense and sound judgment.
 - Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings if necessary.
 - Ability to anticipate work needs and follow through with minimum direction.
 - Must be bondable.
 - Must have, and maintain, an excellent credit history.
 - Must be able to supply his/her own transportation to and from work.

EDUCATION and EXPERIENCE

At a minimum, experience with public administration, business, accounting, contract management, or a closely-related field is required.

KNOWLEDGE, SKILLS and ABILITY

Ability to accurately read and comprehend written and verbal instructions. Ability to draft MCCC correspondence, memo's/letters etc. and disseminate those to the correct recipients as directed. Ability to effectively present information one-on-one and in small group situations to vendors and other employees of the organization. Must be fluent in speaking and understanding the English language.

The applicant must be willing and able to learn and understand the Commonwealth of Pennsylvania's procurement policies, procedures and guidelines. Experience with grant writing would be helpful but is not a requirement.

Able to apply common sense understanding to carry out detailed written or oral instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit for long periods of time. The employee is occasionally required to climb, balance, stoop, kneel or crouch. The employee is occasionally required to lift up to 20 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.



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CRIMINAL BACKGROUND CLEARANCE and SECURITY REQUIREMENT

The Pennsylvania State Police has established rules and regulations with respect to the utilization of the criminal justice computer infrastructure. As such, their rules definitively influence the overall employment process, hiring, as well as being the "just cause" for termination of employees that work at the Monroe County Control Center. Because this position will come into contact with various levels of law enforcement information, they will be required to take and pass the "CLEAN Security Awareness Training" as administered by the MCCC's "TAC" officers.

An employee's career could be shortened if there is a violation of any of their rules and/or regulations.

They have set forth the following as they pertain to the utilization and access of their systems; "All criminal justice personnel who request access to the Commonwealth Law Enforcement Assistance Network (CLEAN) must have a criminal history record check performed prior to the access being granted."

"If the criminal history records check on the requestor should indicate significant conviction records, the access will be denied."

"Significant conviction records": defined:

- Conviction or under indictment for any felony.
- Conviction for any misdemeanor one (1).
- Conviction and incarceration for any misdemeanors within the last ten (10) years.
- Conviction for any computer crime.

Misdemeanor and felony as they are used in this policy refer to felony and misdemeanor under the laws of Pennsylvania and the laws of any other State or Federal law. If a criminal justice official with access to CLEAN is arrested or indicted, that official will lose access to CLEAN until the charges are disposed of in court.

CONFIDENTIALITY

Because of the nature of the MCCC's operation, there are many levels of information, some that are specifically sensitive. Any secure information that the FAA has access to during his/her employment at the MCCC is confidential and may not be disseminated to any unauthorized personnel or sources.

Any breach of confidentiality will be grounds for termination and possible criminal action against the employee, and the person (s) to which the unauthorized information was released.

RANDOM DRUG and ALCOHOL SCREENING

All employees, including the FAA, are subject to random drug/alcohol screenings through the duration of their employment with the Monroe County Control Center. If an employee fails to pass the drug/alcohol screening, then this may become grounds for discipline up to and including immediate termination depending upon the circumstances and at the discretion of the DOC.

HOURS of WORK

The successful candidate will be required to work forty (40) hours per week, normally Monday through Friday, 8am to 4pm; however, the actual hours of work will be based upon the operational needs of the MCCC and at the discretion of the DOC.

Note: This position, like others, has a "working lunch", which means there is no official "lunch break" and employees are not allowed to leave the facility to take any lunch breaks.



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SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference checks as well as job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee, does not change the "at will" status of the employee, and is subject to change by the employer as the needs of the employer and requirements of the agency change.

OTHER:

This position is not a "Supervisory" position and as such has no authority over any other MCCC employees.

NON-BARGAINING UNIT POSITION

This position falls under the agency's administrative support staff and as such it is not covered under the current Articles of Agreement.

RETURN to FORMER JOB

Any non-bargaining unit employee who previously was a dispatcher and is promoted internally but who subsequently elects to return to his/her former position or who fails to meet the requirements of the new position during the evaluation/probationary period, may at the sole discretion of the Monroe County Control Center Board of Directors, be returned to his/her former position without the loss of seniority or salary, unless the position he/she left has been filled in his/her absence.

If the position he/she held is no longer available and/or has been filled, then the employee will be assigned into the rank of dispatcher with no loss of seniority and the pay will be that of a dispatcher with the same seniority.

(This section only pertains to employees promoted from within the Agency).

RETURN to the BARGAINING UNIT

A person who, after promotion or transfer out of the bargaining unit, remains in the continuous employ of the Monroe County Control Center may, at the sole discretion of the Monroe County Control Center Board of Directors, be transferred back to the bargaining unit position he/she held immediately prior to his/her promotion or transfer.

If the position he/she held immediately prior to his/her promotion or transfer is no longer available and/or has been filled, then the employee will be assigned into the rank of dispatcher with no loss of seniority, and the pay will be that of a dispatcher with the same seniority.

There will be no loss of seniority so as long as the employee was under the continuous employ of the Monroe County Control

(This section only pertains to employees promoted from within the Agency).

COMPENSATION/PAY

The person holding this position will be paid on an hourly basis, which will be set by the Monroe County Control Center Board of Directors at their reorganization meeting, normally held in January of each year.



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PROBATIONARY PERIOD

There will be a 2080-hour probationary period, which shall begin with the first hour of employment as the FAA. *Note: This probationary period is subject to modification by the MCCC.*

Notwithstanding this, the position is and will remain an "at will" employment position; meaning that the Agency or the employee may terminate the employment at any time, with or without reason or cause, and with or without prior notice.

BENEFITS

This position will receive employee benefits as set forth by the Board of Directors in January of each year.

FLSA STATUS

This is a "non-exempt" position and, as such, is eligible to receive overtime pay. Any overtime requires prior approval of a Supervisor or the DOC.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so qualified.



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EMPLOYEE'S ACKNOWLEDGEMENT: My signature below acknowledges that I have received a copy of my job description and that I understand my employment is conditional upon my continuous successful performance of all the duties of this position as noted in this document duties of this position as noted in this document.

Employee's Signature

Date

Employee's Name Printed