

Mifflin County Position Description

Position Title: Director of Fiscal Affairs

Department: Commissioners' Office

Date: July, 2024

Reports to: Commissioners

Salary Range –60,000-\$75,000

Purpose of Position

The purpose of this position is to be responsible for the County's financial systems, including grant monitoring and reporting. The director must be proficient in all aspects of accounting, bond financing and grant accounting in a multi-year environment.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

Serve as Grant Manager for all county grants – providing financial oversight and direction /analysis as necessary.

Submit grant reports/updates to the commissioners as requested, as well as to other governmental entities as required. Close monitoring is critical, as grant periods may be multi-year, fiscal years or calendar years in scope.

Manage all accounting functions for the county including payroll, accounts payable, budgeting, and all accounting software functions such as month and year end closing, journal entries, setting up appropriate accounts, etc.

Assist with Payroll processing and quarterly reports.

Management of budget which includes providing projections to elected officials and department heads for the upcoming year; meeting with elected officials and department heads to establish annual budgets.

Review the budgets on a monthly basis and discussing and resolving budget issues with department heads and elected officials.

Prepare and present monthly financial reports for the Commissioners.

Oversee all additional financial funds such as Liquid Fuels, Retirement, 911 Telephone account, and Hazmat funding.

Manage special financial projects such as construction accounting, borrowings including all bond accounting, Tax Review Anticipation Note (TRAN) projections, DCED filings for small capital borrowings and all related reporting.

Coordinate with contracted auditors for the Annual Single Audit and writing the “Management, Discussion and Analysis Letter” to be included with the Annual Single Audit.

Process bond payments in a timely manner.

Process all retirement plan payments, including employee withholdings and employer payments.

Track/maintain all loan receivable balances.

Coordinate all payment in lieu of taxes agreements.

Review and approve annual financial report to be filled with the Commonwealth.

Work with all local, state and federal auditors.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree preferred.

Must have proficiency in financial statement presentation.

Must have proficiency in Microsoft Excel, Access and Word. Must have a thorough knowledge of accounting software.

Must have experience in supervision.

Physical Requirements

Ability to operate a full slate of office equipment.

Language Ability and Interpersonal Communication

Ability to communicate effectively with County Commissioners, employees, department heads, the general public.

Environmental Adaptability

Ability to work effectively in an office environment, with frequent tight deadlines.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.