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| **Classification Title:** Fiscal Coordinator |  |
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| **Employment Status:** | Full-Time |  | **Reports To:** | Fiscal Officer |
| ***FLSA Status:*** | Non-Exempt  |  | ***Supervises:*** | None |
| ***Exemption Type:*** | N/A |  |  |  |
| ***Civil Service Status:*** | Unclassified 124.11 [A] 8 |  |  |  |

## POSITION SUMMARY

The role of the Fiscal Coordinator is to process all payments for the MHARS Board of Lorain County as well as for the Intersystem Program (ISP) and all the duties associated with assuring and maintaining accurate financial data.

### Essential Duties and Responsibilities

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for persons covered by the Americans with Disabilities Act, in accordance with its requirements.*

* Manages enrollment processing for consumers of mental health services into Lorain County plan in accordance with the Board’s enrollment processing policy. Processes claims and membership enrollments accurately and efficiently.
* Responsible for organizing and managing the purchasing process through input into the Financial System and internal databases completing all processes required for payment of invoices, including but not limited to creating and maintaining vendor profiles, purchase orders, vouchers, and verifying cash balances.
* Processes vendor payments and monitors accounts receivable and payment terms.
* Ensures that new contractors complete all information required for payment.
* Responsible for monthly maintenance of all vendor information, open purchase orders, unclaimed funds and blanket purchase orders.
* Audits and processes employee expense reimbursement requests in accordance with the Board and County Auditor’s guidelines. Tabulates and records employee taxable benefits and submits reports to County payroll department for inclusion of employees’ yearly income tax reporting. Ensures reports are accurate and reported in a timely manner.
* Provides support with budget preparation and monitors account balances and ensures that funds are in appropriate accounts to allow for payment.
* Creates and maintains physical and electronic accounting filing systems in accordance with internal and external guidelines. Documents include but are not limited to journal entries, monthly reports, appropriations, transfers, purchase orders, vouchers and pay-ins to ensure monthly balancing of accounts.
* Tracks financial data and creates reports demonstrating utilization of funds allocated to specific programs.
* Directly responsible for the accurate dissemination and tracking of petty cash funds. Processes requests to replenish funds.
* Assist clinical team and/or executive director in compiling and summarizing outcomes and/or other data. Provides support in planning Board and levy related events at the request of supervisor.
* Responsible for developing and maintaining financial tracking systems for the Board’s allocations to agencies outside the agency contracts including grants (e.g. HUD), advances and special allocations such as pharmacy, ambulance, medical services and related expenses. Performs necessary processes to ensure accuracy of charges and generate reports as required.
* Responsible for management of Medicaid retroactive claims, including necessary updates to client enrollment information to indicate Medicaid eligibility and timely resubmission of all eligible claims
* Performs administrative duties as required.
* Works assigned schedule and exhibits regular and predictable attendance. Works overtime as required as requested by the supervisor to meet workload demands. Performs other related duties as required.

**BEHAVIORS & CHARACTERISTICS**

* **Innovative Thinking** - Must be able to prioritize, think through and address issues that may impact ability to successfully deliver to all stakeholders.
* **Professionalism and Composure** – Able to project a professional, composed demeanor in all situations especially during stressful times, in a way that builds harmony and promotes relationships among all team members and stakeholders.
* **Interpersonal and communication skills** - Able to communicate effectively with a wide variety of people, including clients, employees, external providers and the public with an emphasis on rapport-building, listening, and questioning skills. Expresses ideas and opinions effectively and diplomatically.
* **Flexibility**- Available to assist and troubleshoot issues for stakeholders and others needing assistance, sometimes when working past normal operating hours. Remains composed when interruptions or delays in requested responses occur. Ability to adapt to new and changing information and environments.
* **Team player** -  Able to handle multiple tasks and work collaboratively with others to identify problems, resolve issues and develop solutions.
* **Accountable** - Accepts personal responsibility for all areas of the position: keeps commitments and meets deadlines. Does not make excuses for work errors or problems, and can keep confidences and protect sensitive information. Able to manage multiple assignments well, prioritize and execute tasks under pressure.
* **Compliance** – Maintains compliance with all internal and external policies, procedures and regulations that affect MHARS including confidentiality of personal health and other information, recognizing that most information is subject to public records request.

**Physical Demands**

While performing the duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. The employee regularly exhibits digital dexterity when entering data into computer. Vision demands include close, relatively detailed vision when focusing on a computer screen. Employee converses verbally with others in person and by telephone. The employee reaches with hands or arms, stoops, kneels, crouches or crawls when setting up and moving agency booths. The employee occasionally lifts varying weights of up to twenty-five (25) pounds when moving files, boxes, equipment and supplies.

**Equipment Operated**

Computer, telephone, fax machine, copier, calculator, postage machine and other general office equipment.

**Working Conditions**

The employee is exposed to normal office working conditions of moderate noise levels.

**Knowledge, Skills & Abilities**

***Knowledge of:*** Standard government accounting policies and procedures; standard government contract policies and procedures; Medicaid and claims processes; standard HIPAA rules and regulations; standard office practices and procedures; computer software including but not limited to Oracle, GOSH, Microsoft Office, programs and applications; governmental accounts payables and receivables administration; standard bookkeeping principles; government bookkeeping policies and procedures; basic mental health terminology understanding.

***Ability to:*** Develop and maintain effective working relationship both internally and externally; apply standard HIPAA rules and regulations; understand and apply general accounting principles in both an accrual based and cash based system; perform detailed work with numerical data, while understanding the implications of such calculations, accurately post information and maintain accurate records; work independently and demonstrate initiative; exhibit flexibility in work schedules and job tasks.

***Skills in:*** Working with detailed data and verifying the accuracy of data; preparing financial reports; intermediate proficiency in Oracle and MS Office including Outlook and Word with advanced application of Excel; data entry; operating standard office equipment, filing documents in alphabetical, numerical, chronological, and subject order; verbal and written communications; customer service.

**Qualifications**

Associate’s Degree in Business or Accounting with 3 to 5 years progressively responsible experience or an equivalent combination.

**Licensure or Certification Requirements**

State Motor Vehicle Operator’s License or demonstrable ability to gain access to worksite.

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| *This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling the position, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.* |

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| **EMPLOYEE UNDERSTANDING & AGREEMENT** |
| *I understand and will effectively perform the duties and requirements specified in this position DESCRIPTION.* |
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| ***Employee Signature*** |  | ***Date*** |
|  |
|  **Management Approval:** |
|  |  |  |
| ***Supervisor Signature*** |  | ***Date*** |