

**MONTGOMERY COUNTY DEPARTMENT OF
COMMUNITY SUPERVISION AND CORRECTIONS**

JOB POSTING

SERVICE AREA: ADMINISTRATION

JOB TITLE: FISCAL OFFICER

SALARY RANGE: \$1,846.00 to \$2,153.00 Bi-Weekly

An unofficial Job Description outlining the basic responsibilities and requirements is attached.

OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED:

**HUMAN RESOURCES
2247 N. FIRST, SUITE 214
CONROE, TX 77301
FAX: (936) 538-8275**

**APPLICATIONS WILL BE ACCEPTED UNTIL:
5:00 P.M., JANUARY 27, 2010**

After receiving a conditional offer of employment applicant(s) must pass a drug screen before becoming employees of Montgomery County Department of Community Supervision & Corrections. New hire drug screen will be paid by Montgomery County Department of Community Supervision & Corrections. Any additional cost will be the responsibility of the applicant. New hires for Community Corrections will be required to receive a TB test by MDCSC medical personnel. TB test must be conducted and read prior to any offer of employment. New hire TB test will be paid for by the department. Any additional cost will be the responsibility of the applicant.

ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE

**The MONTGOMERY COUNTY DEPARTMENT OF COMMUNITY SUPERVISION
AND CORRECTIONS is an Equal Opportunity Employer.**

01.13.10

**MONTGOMERY COUNTY DEPARTMENT
OF
COMMUNITY SUPERVISION & CORRECTIONS
ADMINISTRATION**

TITLE: Fiscal Officer

BASIC RESPONSIBILITIES:

The Fiscal Officer is appointed by the Montgomery County Judges and under the general supervision of the CSCD Director, the Fiscal Officer will ensure department wide compliance both with applicable state and county financial standards and guidelines; oversee the daily operations of the financial matters including accounts payable, accounting of revenue and expenditures, and ensure that all financial reports are prepared in a timely, accurate and efficient manner.

EXAMPLES OF DUTIES:

- Assists the Community Supervision and Corrections Department (CSCD) Director in the preparation of annual budgets and grants,
- Prepares monthly, quarterly and annual financial reports as required by the department, county and state jurisdictions and ensures that the Director receives current, accurate information and reports in a timely manner,
- Prepares statistical and budgetary reports and submits to CJAD and other appropriate agencies on a timely basis,
- Conducts the day-to-day financial activities of the department
- Coordinates the daily operations of the purchasing process to ensure compliance with county and state governmental purchasing requirements
- Records expenditures and revenues for state funded programs
- Monitors the fund balances to assure the adequate and timely short and long-term investment of cash, based on cash flow needs of each fund,
- Works closely with the staff of the County Auditor's office to ensure that the department remains in compliance with county policy and procedure
- Co-ordinates with the outside auditors the annual financial audit,
- Conducts periodic internal audits of the residents' account at the Community Correctional Facility in accordance with CJAD guidelines
- Ensures that all funds are expended in compliance with policies, procedures and guidelines of the funding source and of the county and department

- Assists in the preparation/periodic review of financial policies and procedures as needed
- Serves as contributing member of the department's management team
- Perform any other duties and/or tasks as they may be assigned to him/her on an as needed basis

REQUIREMENTS:

Training and Experience:

(1) Possession of a bachelor's degree by a college or university accredited by an accrediting organization recognized by the Coordinating Board, Texas College and University System, with a minimum of twelve semester hours in Accounting.

(2) Years of experience may be substituted for college degree

- Preference will be given for training and or experience in the use of MSOffice
- Minimum of 2 years experience in auditing and accounting
- Have a working knowledge of fund accounting for governmental entities

Special Knowledge, Skills and Abilities:

- Commitment to the department's vision of developing people to their full potential
- Working knowledge of the principles, procedures and techniques of generally accepted accounting practice
- Ability to analyze balance sheets/accounts and research/resolve problems and questions

- Knowledge of the budgeting process
- Knowledge of computers with the ability to learn new software packages as needed
- Ability to establish and maintain satisfactory working relationships with department administrative and supervisory personnel
- Ability to work independently and efficiently, yet as part of a team
- Ability to comprehend and comply with complex verbal and written instructions and documents
- Willingness to work a schedule that will provide quality financial services, which may include nights or weekends

Additional Requirements:

- Must possess a valid Texas Driver's License (if employee is coming to this position from another state this requirement must be met no later than thirty (30) days following date of hire)
- Must have access to automobile that can be used while on duty. Must provided proof of liability insurance on the vehicle to be used while on duty
- Must have a telephone number at which he/she can be reached