

# Atascosa County Juvenile Probation Department

## JOB DESCRIPTION

---

**JOB TITLE: FISCAL OFFICER**

**DEPARTMENT: JUVENILE PROBATION**

### **JOB SUMMARY:**

The Fiscal Officer is responsible for a wide variety of tasks which includes (but not limited to) Accounts Payables, Accounts Receivables, budget formulation and periodic analysis, reporting of fiscal activities to state awards and grants, making purchases, and tracking bills. The job description can be modified at any time to address duties as deemed necessary by the Chief Juvenile Probation Officer.

### **MINIMUM EDUCATION, CERTIFICATION, AND EXPERIENCE REQUIREMENTS**

To be eligible for hire as a Fiscal Officer, a person must 1) pass a criminal background check; 2) have a minimum of an associate degree in accounting or related field; 3) commensurate experience may be considered in lieu of a degree, particularly experience in public finance administration

### **SPECIAL KNOWLEDGE, ABILITIES, AND REQUIREMENTS**

- General Accounting Methods/Procedures
- Proficient in Excel
- Proficient in financial forecasting
- Work independently and efficiently
- Make informed decisions
- Effectively communicate in writing and orally
- Excellent organizational and time management skills
- Demonstrates ability to lead
- Establish, maintain working relationships with other county employees, coworkers, and elected officials

### **PRINCIPAL ACCOUNTABILITIES:**

- Submits probation and JJAEP bills and invoices for a check request to the County Auditor's office each week by Tuesday at 4:00 p.m.

- Reconciles county auditor's monthly accounts payable detail
- Provides assistance in the budgeting process for county funding and all state grants for both the probation and JJAEP departments
- Requests reimbursements from TJJJ grants
- Controls and keeps records for the issuance of the credit/Walmart cards for departmental purchasing
- Point of contact for probation, JJAEP, and detention for submitting work tickets to IT company Frontera Concepts
- Add/delete department personnel from Outlook email and licenses for probation, JJAEP, and the Juvenile Justice Center
- Compiles and submits quarterly financial reports for each fund for probation, JJAEP, and the Juvenile Justice Center to TJJJ
- Compiles and submits JJAEP costing report to TJJJ
- Compiles and submits report for all desk or on-site financial audits to TJJJ
- Compiles and submits reports to independent auditor for annual required TJJJ audit
- Advertises for position vacancies for probation and JJAEP departments
- Maintains office supply inventory and purchases of supplies for probation and JJAEP departments when necessary
- Receive and disburse paychecks, mileage, and expense checks in accordance with departmental policy
- Maintains accurate record of funds. Make all disbursements from these funds in accordance with departmental policy and/or TJJJ policy
- Distribute monthly financial reports to Chief or Deputy Chief Probation Officer
- Attends juvenile board meetings