

Now Hiring County of Bucks

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Jessica Peterson
215-781-1073, ext. 2203
jpeterson@buckscareerlink.org



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Positions Available:

Project Administrator, Fiscal Operations #14936997

Essential Functions and Responsibilities

- Responsible for managing the various revenue streams
- Preparation of annual county and program budgets
- Create and maintain fiscal manual for the department
- Assists with implantation of monitoring procedures
- Maintains technical competency relative to HUD and Commonwealth of PA programs and guidelines
- Regularly coordinates with other county departments
- Assist with budget development
- Maintenance of required documentation records
- Prepares and assists in the preparation of required fiscal documentation
- Provide departmental administrative support

Qualifications

- Bachelor's degree with three years of accounting or financial experience
- Associates degree or 5 years of accounting and or budgetary experience
- Ability to identify and analyze fiscal trends
- Knowledge of financial statements for profit and non-profit organizations
- Ability to provide guidance, training, and technical assistance
- Must be proficient in Microsoft Office
- Valid driver's license and use of personal vehicle

Located in Doylestown, PA