

EMPLOYMENT SERVICES FISCAL SPECIALISTDEFINITION

Under general supervision, monitors Workforce Investment Act funds to ensure compliance with funding regulations; coordinates workflow of support staff; and resolves building maintenance issues as needed.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares the Employment Services Division budget and monitors it on a weekly basis to ensure expenditures are proper and timely, and documents same. Reconciles accounts to determine carry forward monies and appropriate uses thereof. Communicates with appropriate staff and government/business partnership organizations to ensure programs are implemented within the parameters of the Workforce Investment Act. Prepares and monitors contracts for service providers, and conducts biannual monitoring of all programs and contractors. Interfaces with regulators from the State Employment Development Department and the Federal Department of Labor; prepares written reports of regulating visits and ensures implementation of any necessary corrective actions. Prepares and monitors payroll, including participant timecards, to make sure that cost and hour overruns are reasonable. Coordinates support staff work flow such as the creation and retention of files for auditing purposes, and may supervise support staff. Interfaces with the landlord to help ensure a healthy, comfortable and professional work environment, addressing such issues as regulation of heating, painting and security. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a journey-level class requiring the exercise of considerable judgement within established systems and procedures. Work is reviewed through periodic audits and evaluation of records and reports.

MINIMUM BASIC QUALIFICATIONS

One year of responsible experience in accounting, budgeting, or monitoring/analyzing funding programs, and graduation from an accredited four-year college or university with a degree in accounting, finance, business administration or related field, or any equivalent combination of education, training, and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: State and Federal Workforce Investment Act funding regulations; budgetary processes; and general accounting principles.

Ability to: track programs and expenditures; evaluate accounting/ financial problems; collect and analyze data and write reports; communicate clearly and concisely orally and in writing; organize, coordinate and schedule the work flow of several individuals; establish and maintain effective working relationships with state and federal employees, government/business organization members, contractors, coworkers, subordinates, and the public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is well organized, detail oriented, adaptable, persistent and able to handle a variety of tasks. A team player, this individual has strong interpersonal skills, deals effectively with a wide variety of people, and is able to lead a team of employees toward a common goal.

Class title change from Special Employment Fiscal Specialist per Council Resolution No. 94-017, effective 5-1-94

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