

PROGRAM REVIEW ASSISTANT (AGING)

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderately complex nature involving monitoring a variety of Office for the Aging programs for necessary programmatic, financial and grant compliance and preparing financial reports and claims. The work is performed under the general supervision of the Director and/or Assistant Director, Office for the Aging, and work direction (e.g. lead work) may be provided to other staff members. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors State (e.g. SCSEP, SNAP, EISEP, CRC, SOFA) and Federal (e.g. TITLE 3B, TITLE 3C1, TITLE 3C2, TITLE 3D, Title # f, Title 7, HIICAP, USDA, NCOA, HEAP) grant related activities, including the maintenance of operational and fiscal records;
Reviews grants and related documents and prepares status reports (CAARS);
Monitors progress of grant related programs and awards needing renewal or affected by cutbacks (i.e. SOFA, SNAP, NCOA, etc.);
Prepares financial statements, fiscal reports and claims as required;
Monitors grant-related expenditures and compliance with claims procedures to ensure maximum reimbursement and adherence to county policies including programs such as SNAP, NCOA, SOFA, USDA, TITLE 3B, etc.);
Acts as liaison with county departments (e.g. Law, Finance) in order to resolve problems in grant management;
Maintains fiscal and statistical reports on computer programs such as Lotus, Database, etc.;
Performs other related work as assigned by the Director and/or Assistant Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of State and Federal requirements for funding and reimbursement of local programs for senior citizens and/or aging population; good knowledge of account-keeping and other financial record keeping; good knowledge of the principles and practices involved in monitoring and evaluating aging programs; ability to communicate effectively, both orally and in writing; ability to prepare moderately complex reports, primarily of a financial nature; ability to understand and interpret various mandates, requirements and policies.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Business Administration, Business Management, Accounting, Gerontology, or comparable curriculum and one (1) year of work experience which included substantial time in the preparation and/or maintenance of moderately complex financial reports and records.

NOTE: A Master's degree in Business Administration, Business Management, Accounting, Gerontology or comparable curriculum may be substituted for the required experience.

R.C.D.P. (11.30.1999) 08.17.2015
Competitive