

PROGRAM REVIEW ASSISTANT (RCC)

DISTINGUISHING FEATURES OF THE CLASS: This is technical and liaison work of a moderately complex nature involving the responsibility for the tracking and allocation of grant funds received and disbursed by Rockland Community College. The work is performed under the general supervision of a finance professional and in accordance with applicable government regulations. Work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Meets with College grant administrators to set up annual grant budgets;
Maintains a schedule of funding sources;
Insures that all grant funds due are paid to the College;
Receives and allocates grant funds;
Deposits all funds to appropriate bank accounts;
Monitors and approves expenditures scheduled for each grant by reviewing payroll authorizations, purchase orders, invoices and other related documents;
Ensures compliance with Federal, State and local regulations applicable to the receipt and disbursement of grant funds;
Analyzes grant expenditures and balances to assure maximum reimbursement and adherence to College policy;
Attends staff and budget meetings to explain grant processes and status;
Acts as liaison with county Department of Finance regarding grant funding;
Maintains fiscal and statistical records on spreadsheet programs such as LOTUS;
Prepares statistical reports as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State and local regulations as they apply to grant funding and reimbursement; good knowledge of financial record keeping; good knowledge of the principles and practices of monitoring grant programs; ability to communicate effectively, both orally and in writing; ability to prepare moderately complex reports; ability to use computer software as it applies to grant recordkeeping; ability to understand and interpret moderately complex policies, regulations and requirements.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree and two (2) years of office clerical and/or business experience which involved the performance of a financial function (e.g. accounting, payroll, account-keeping, grant budgeting and/or monitoring) as a substantial portion of the work; or
2. An Associate's degree and four (4) years of office clerical or business experience which involved the performance of a financial function (e.g. accounting, payroll, account-keeping, grant budgeting and/or monitoring) as a substantial portion of the work; or
3. Graduation from high school or possession of an equivalency diploma and six (6) years of office clerical and/or business experience which involved the performance of a financial function (e.g. payroll, account-keeping, grant budgeting and/or monitoring) as a substantial portion of the work.

R.C.D.P. (12.06.1999) 08.17.2015
Competitive