

Job Description: WORKFORCE DEVELOPMENT
FISCAL ADMINISTRATIVE ASSISTANT – PROGRAM SERVICES

CLASS NO.: 719

EEOC CATEGORY: Office and Clerical

PAY GROUP: 5/6

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex administrative support and/or technical program assistance work. Work involves collecting and processing client and fiscal information and records associated with Workforce Development programs. Works under general supervision with moderate latitude for use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Workforce Development Contract/Accounting Manager.
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental staff, program participants and their families, contractors, training institutions, employers, representatives of governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

Receives billing claims from Child Care service providers and reviews for appropriate authorization and accuracy;

Coordinates necessary changes or corrections with Child Care contractor staff;

Submits approved Child Care claims for processing through States' data collection system (TWIST/TX3C);

Assists with Child Care payment processing, disbursements, and reports;

Collects Child Care service provider payment information and updates records as necessary;

Assists with processing of contractor-authorized payments to program participants, employers, training institutions, child care providers, and vendors of supportive services;

Assists with receipt of invoices and statements from vendors based on payment authorizations, verify accuracy and processing related accounts payable vouchers;

Assists with receipt of invoices and statements from vendors, verifying accuracy and processing related accounts payable for all facilities costs associated with all Workforce Offices and Mobile Units;

Helps coordinate any related changes or corrections with contractor staff and vendors;

Helps enter authorization and payment data into client payables system and produce reports as requested;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Ensures the timely submission of payables to the finance department on a weekly basis;

Helps track and report contractor authorized and obligated expenditures for management purposes;

Serves as liaison between the PRPC Finance department and the contractor staff in order to maintain an accurate and current vendor list;

Helps maintain filing systems for payables documentation;

Responsible for the collection and distribution of all incoming departmental mail;

Assist in grant/contract in office and out of office monitoring requirements;

Is cross-trained and capable of performing the duties of Fiscal Administrative Assistant – Contract Services, when necessary, in a back-up capacity;

Perform annual costs comparison for larger purchase categories used as Workforce facilities services and pre-approved vendors to be used by Contractor staff;

Maintains up to date knowledge of local, state and federal guidelines and policies governing workforce training programs; and

Attends workshops and meetings as required.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal laws and regulations relevant to program area; workforce training program intake procedures.

Skill/Ability to: establish effective working relationships with coworkers, program participants, contractors, training institutions, employers, and the general public; demonstrate proficiency in both oral and written communication; operate a computer using standard word processing and spreadsheet software packages; maintain clerical records and files; organize data; type accurately at a speed of at least 50 words per minute.

Adhere to all company policies, procedures and guidelines.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in accounting, or a related field;

or high school graduation, or its equivalent, plus at least two years of clerical, secretarial and/or workforce development program experience;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)