

## JOB DESCRIPTION

**TITLE:** FINANCE ASSOCIATE /PROGRAM QUALITY CONTROL SPECIALIST

**DEPARTMENT:** FISCAL

**REPORTS TO:** CHIEF OPERATING OFFICER / CHIEF FINANCIAL OFFICER

**STATUS:** EXEMPT

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**JOB SUMMARY:** Under the direction of the Chief Operating Officer performs all duties relating to monitoring of programs and services and ensuring compliance with the rules of the program. Assist the Chief Financial Officer with some day-to-day accounting activities.

### **DUTIES:**

1. Responsible for the agency's accountability measures and strategies to prevent, minimize and address administrative error.
2. Conduct ongoing internal audit reviews of cases and submit findings to DFD quarterly.
3. Review provider information to ensure that current licenses are up to date.
4. Ensure that all documentation is current and accurate.
5. Review eligibility and redetermination cases to ascertain that proper documentations, as well as signatures are in the case files.
6. Review manual payments made as a result of the ECC Provider Attendance Logs.
7. Process ECC Provider attendance logs.
8. Confirm TANF files and make sure of accuracy.
9. Researches problems on special cases under the close supervision of supervisor.
10. Clerical and case aids to staff and provide office support.
11. Ensures the confidentiality of all provider, client, and staff records.
12. Makes copies, file, print, shred, fax, collates and staples.
13. Maintains general neatness of office work area.
14. Participates in all advocacy efforts; as well as community outreach events in which the agency is involved before, during and after hours; as well as on the weekends.
15. Any duty assigned by the Chief Executive Officer or his/her designee.

### **SUPERVISES**

No one.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION**

Bachelor's degree (B. A.) from four-year college or university and two years experience and/or training; or equivalent combination of education and experience.

## **SKILLS**

Computer literate  
Use of Phone and Fax  
Copier and calculator

Computer literate using Microsoft Office which includes: Excel, word, PowerPoint and Publisher; must be able to use copier, fax machine, folding machine, postage machine, date stamp machine, and laminator, office systems, email effectively, attention to detail, accuracy and business communications. Good phone etiquette, able to handle people tactfully, effective management of time and organizational skills. Written and verbal skills are essential.

## **LANGUAGE SKILLS**

Must have the ability to read and comprehend simple instructions, short correspondence, and memos.

## **MATHEMATICAL SKILLS**

Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit; use hands to finger, handle or feel; reach with arms and hands and must regularly lift up to 10 lbs. The employee occasionally is required to stand and walk to do research. Specific vision abilities required on this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually quiet but a fast pace environment.

## **DISCLAIMER CLAUSE**

Job descriptions and specifications are not intended and should not be construed to be an exhausted list of all responsibilities, skill, or working conditions associated with the position. They are intended to be an accurate reflection of the principal requirements of the position.

## **VALUES**

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| <ul style="list-style-type: none"><li>• support/believe in the mission of 4CS</li><li>• professionalism</li><li>• excellent customer service</li><li>• hardworking</li><li>• leadership</li><li>• resilient</li><li>• works on self-awareness and other awareness</li></ul> | <ul style="list-style-type: none"><li>• committed to excellence</li><li>• flexible</li><li>• open-minded</li><li>• problem-solving</li><li>• critical thinking skills</li><li>• courtesy to and respect for everyone (colleagues, clients, customers)</li></ul> |
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I hereby acknowledge that I have reviewed the Job Description and understand that I am responsible for becoming familiar with its contents. I understand that it is my responsibility to follow the Job Description and to use this as a guideline to perform the job duties that are expected of the agency.

Signature\_\_\_\_\_

Date\_\_\_\_\_