

Albemarle Commission

512 South Church St.
Hertford, NC 27944
252-426-5753
www.albemarlecommission.org



Job Title: Financial and Administrative Support Specialist

Northeastern Workforce Development Board
Albemarle Commission
Hertford, NC

Description of Work: Performs complex administrative and financial work in support of the Northeastern Workforce Development Board (NWDB) and its programs, including planning, organizing, and executing financial operations. Also provides high-level administrative support to NWDB staff and ensures compliance with WIOA regulations, goals, and services. This position plans and administers the process for the receiving, disbursing, and accounting of revenues and expenditures for the NWDB. Work involves managing internal processes related to payroll operations, accounts payable, general ledger maintenance, purchasing, accounting, and cash investments. The employee performs specialized accountant-level work in the preparation and analysis of financial reports, risk management, internal audit, and budget preparation. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system.

Essential Duties and Tasks:

Performs a variety of financial activities to include:

- Administers daily financial activities, including processing grant accounting and drawdowns, approval of invoices, reviewing time records for payroll purposes, and a variety of financial reports.
- Work includes participating with the Director in the preparation and administration of program budgets; monitoring and invoicing contracts and grants.
- Professional accounting skills, sound judgment, and initiative are exercised independently.
- An employee in this class serves as the clerk for the NWDB and provides support to the board and committees as needed; the Employee in this class also serves as the NWDB EO Officer.
- Tact, diplomacy, and firmness are required in handling the public contact aspects of the auditing and technical assistance duties.
- Plans, organizes, and participates in the financial operations of the agency regarding disbursement and accounting of NWDB funds; assists staff with questions and issues related to finance.
- Prepares accounts payable, classifies and codes receipts, performs program database maintenance and monitoring; maintains accounts payable records and

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files; researches payments and works with vendors; maintains log of purchase orders.

- Performs financial analysis and reporting and makes recommendations to the Director and Finance Officer, ensuring compliance with all laws and regulations.
- Recommends journal entries, reconciliations, and budget amendments,
- Completes monthly financial statements for review by the Finance Officer and the Director and approval by the Executive Director
- Reviews Individual Training Accounts (ITAs) and Financial Award Analysis (FAA) for accuracy and completeness, and assigns ITA numbers
- Reviews travel and NWDB invoices for accuracy and completeness
- Maintains NWDB inventory list.

Performs a wide variety of administrative and support activities to include:

- Provides support to the boards (NWDB and Consortium) and committees as needed, including but not limited to assembling agenda packets, sending meeting invites, calling board members to remind them of the meetings, arranging for refreshments for the meetings, taking and transcribing the minutes of the meeting, and acting as board clerk.
- Provides direct support to NWDB's programs, including WIOA Title I Adult, Dislocated Worker, and Youth.
- Generates, creates, updates, and prints brochures and other outreach materials.
- Handles the ordering process, including collecting purchase orders and supporting documentation from staff, making orders, receiving orders, and documenting all transactions.
- Maintains the NWDB website.
- Serves as the "social media manager" for NWDB Facebook and other social media accounts.
- Assists with filing.
- Assists with event organization.
- Maintains records and coordinates service and repairs for the NWDB vehicle fleet.

Serves as EO (Equal Opportunity) Officer

- Assures local area compliance with the Methods of Administration as mandated by the Department of Labor.

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- Monitors and investigates the local area's business activities and the activities of the entities that receive WIOA Title I funds from the local area (Career Centers, contractors, etc.).
- Processes any discrimination complaints.
- Collects EO data on all WIOA program applicants, participants, employees and those seeking employment with WIOA.
- Collects demographic data on local area population.

Additional duties and tasks include:

- Handles confidential or sensitive technical information appropriately.
- Prepares a variety of documents, reports, correspondence, and presentations using databases, spreadsheets, word processing, and presentation software; creates some documents with only general instructions.
- Collects and analyzes data; conducts research using a variety of sources; compiles records and reports; creates tables, spreadsheets, or databases to generate report information; maintains program files.
- Maintains various documents and records in hard copy files and databases organized for easy retrieval by those who need them.
- Interprets complex rules, regulations, and information on the program and organization's operating standards.
- Develops processes, forms, and procedures for regular work activities for self and office.
- Drafts and composes correspondence and technical reports.
- Reviews materials according to the content of communications; performs research and determines the course of follow-up action.
- Reviews office records or reports, identifies potential inconsistencies, determines the cause, and resolves with staff and outside personnel.
- Provides backup and support for other staff members.
- Performs other related duties as required.

Education and Experience:

Associate's degree in Business, Finance, Accounting, or a related field, and considerable experience in financial operations, administrative support, or office management is

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preferred. Experience working in public sector finance is preferred. Equivalent combinations of education and experience will be considered.

Salary:

This position is a salary grade 21. The hiring range for this position is \$47,783-50,113.

Benefits:

The Albemarle Commission offers a generous benefits package to our fulltime employees, including paid vacation and sick leave; NC Local Government Employees' Retirement System; 401K employer contribution; employer paid health, dental, vision, and short/ long-term disability, life insurance; longevity pay after 5 years of service.

The Albemarle Commission is an Equal Opportunity Employer.