

Arkansas Workforce Center Job Order

PLEASE FAX TO 501 682-7801 Attention: Dolly Rhodes

OR E-MAIL TO: dollie.fountain@arkansas.gov

OR MAIL TO : 5401 So. University, Little Rock, AR 72209 Attention: Department of Workforce Services

Company Name: Little Rock Workforce Investment Board		Contact Name: W.J. Monagle	
Company Address: 5401 S. University Ave., Suite 146 Little Rock, AR 72209		Contact Title: Executive Director	
		Contact Phone: 501.683.3843	
		Contact Fax: 501.683.3851	
		Contact E-Mail: w.j.monagle@arkansas.gov	
Company Description (nature of business or North American Industrial Classification System (NAICS) code):		Company Web Site: lrworkforce.com	
		Federal Employment ID Number: 95-4896420	
		State Employment ID Number: 000360082	
		Federal Contractor? No	
Ownership: 501c3 NON-PROFIT ORG			
Job Title: Program Monitor		Required Education Level: Acceptable experience and training: Completion of Bachelor's Degree in Business Ad., Public Adm. or related field. At least two years experience in program monitoring; at least two years experience in accounts payable/receivable, and fiscal monitoring OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.	
Salary: Minimum: \$38,000 Maximum: \$48,000		Salary Type: Annual <input type="checkbox"/> Other (Weekly, tips, commission, etc.): NONE	
Information you want to display: Blind Ad-no company identification (staff approves referrals)			
Number of positions: 1	Number of referrals you want to receive:	Date you want job order to expire (optional): 08/20/2018	
Is this an apprenticeship job? NO		May we post this job on America's Job Bank on the Internet? YES	
How do you want to receive applicant information (check all that apply)? E-Mail		If you checked E-Mail, which format do you prefer for attachments: Word Document or pdf	
Description and duties of the job: The Program Monitor is responsible for monitoring all special and WIOA funded grant programs, financial operational activities conducted by local WIOA contractors and One-Stop Operators. Secondary duties include assist in accounting, meeting preparation, website maintenance, grant proposals and clerical. See website for complete job description.			
Specific talent (skill) requirements, essential job functions and bona fide occupational qualifications: Need strong math, accounting and written & verbal communication skills, strong organizational skills, including the ability to manage multiple tasks; Ability to convey a strong customer service attitude; Ability to work independently and under the pressure of deadlines			
Driver's license requirements: Class A			
Required experience: 2yrs	Commission or tips? NO	Shift: DAY	
Time shift starts: 8:00 a.m.		Time shift ends: 5:00 p.m.	
Average number of hours/week: 40	Employment type: Full time	Is this a temporary job? No	
When do you need a person to start? ASAP	Is travel required? Occasional	Is relocation required? No	
Is job accessible by public transportation? Yes	Are you interested in providing subsidized on-the-job training? No		
The following optional questions may be answered if you wish to use them to help recruit.			
What is your medical plan? PPO/POS Deductible	What is your medical coverage? Employee Only Paid by Employer Family-employee contribution	Is child care available at your business? No	
What is your dental plan? Delta Dental	What is your dental coverage? Employee Only Paid by Employer Family-employee contribution	Do you provide any of the following? Life Insurance Tuition Reimbursement Paid Vacation Disability 401K	
If you use Work Keys, list required scores: Don't use Work Keys			