

## **Little Rock Workforce Development Board Program Monitor and Administrative Assistant Job Description**

The Little Rock Workforce Development Board Program Monitor works under the direction of the Executive Director and is responsible for monitoring all special and WIOA funded grant programs, overseeing financial operational activities conducted by local WIOA contractors and One-Stop Operator(s), ensuring that appropriate services are delivered to eligible participants, and certifying that all applicable federal, state and local regulations are in compliance.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **PROGRAM MONITORING**

Reviews occupational, educational, and economic information and reports and records of activities to ensure progress is being accomplished toward specified program objectives; makes recommendations for modifications and changes to methodology to redirect activities and attain objectives. Provides feedback and reports recommendations to the Executive Director concerning technical assistance to sub-grant recipients. Performs basic fiscal and contract monitoring, EEO monitoring, property control monitoring and documentation monitoring of WIOA contractors and One-Stop Operator(s). Performs desk monitoring by utilizing the Arkansas Job Link system. Monitors contractor's accounting systems and cost allocations plans to ensure program and financial compliance. Monitors case files (hard and electronic in Arkansas Job Link), case notes, case follow-up and expenditures to ensure compliance with all regulations and contracts. Ensures proper sub-contracts are in place. Drafts monitoring reports, including corrective actions recommendations, responses, follow-up and closeout reports for the Executive Director's review and approval. Submits a schedule of local One Stop Center monitoring visits to the Executive Director for dissemination. Monitors WIOA and contractual performance on a regular basis by utilizing Arkansas Job Link and tracking performance measures. Prepares quarterly financial reports for the Executive Director. Certifies and monitors the One-Stop Center to ensure that the Center is in compliance and operating as a Comprehensive Center in accordance with State of Arkansas Workforce Center Certification Criteria. This will occur no less than annually.

#### **ADMINISTRATIVE ASSISTANT**

Assists the Office Manager in providing administrative support to the LRWDB Office, including duties in the areas of accounts payable, accounts receivable, meeting preparation and clerical. Verifies and enters invoices in Abila (formerly SAGE) accounting software in accordance with policies (direct charge or cost allocate to various grants). Enters multiple budgets into software: LRWDB, primary program contractor, One Stop operator, One Stop utilities, and all subcontractors. Reviews and determines if budget modifications are needed. Requests modifications and enters approved budget modifications into software. Develops cost allocation codes in accordance with work performed and budget. Places cash orders with AWIS (State) and PMS (DOL) sites. Assists in updating and maintaining accurate information on the Little Rock Workforce Development Board website. Assists the Executive Director in grant writing by providing budgeting assistance, statistical information, performance outcomes and other data as required. Ensures grant compliance with all applicable federal, state, and local regulations. Ensures reports required by the funding agency are submitted in an accurate manner and meet all deadlines. Prepares narrative and statistical reports for submission to funding agencies including program performance reports, program utilization reports, and grant status reports. Researches and analyzes economic, educational, labor, occupational, and other information to prepare reports. Responds to inquiries in an appropriate manner. Maintains programmatic electronic and paper files for historical data management of the grants. Performs related duties as required or assigned.

## **QUALIFICATIONS**

Strong math, accounting and written & verbal communication skills. Strong organizational skills, including the ability to manage multiple tasks simultaneously. Ability to convey a strong customer service attitude. Ability to work independently and work under the pressure of deadlines, handle multiple priorities and pay close attention to detail. Working knowledge of modern office methods, practices, procedures, software, and equipment; typical modern office computer software includes word processing, spreadsheets, presentation programs and databases.

## **ACCEPTABLE EXPERIENCE AND TRAINING**

The completion of Bachelor's Degree in Business Administration, Accounting, Public Administration, or a related area is preferred, but not required. The minimum required experience includes: at least two (2) years of experience in program monitoring, preferably in the WIOA areas of Adult, Dislocated Worker, and Youth Programs, or equivalent experience with program and financial monitoring of an array of federal grants, and; at least two (2) years of experience in accounting, accounts payable/receivable, and fiscal monitoring, preferably using the Abila (formerly SAGE) accounting system or equivalent in the WIOA areas of Adult, Dislocated Worker, and Youth Programs; OR any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.