



JOB ANNOUNCEMENT

Executive I
Family Support Division, Workforce Development Unit
July 16, 2018

The **Family Support Division (FSD)** is seeking candidates to fill an **Executive I** position in the Workforce Development Unit. This position will be based in **Cole County**. This position will ensure all invoices are paid timely and tracked; and state plan submissions are timely and accurate.

JOB DUTIES: Primary duties include, but are not limited to:

- Overseeing the Workforce Development Unit invoicing including: verifying with program staff the invoice is accurate; verifying the timeframes and contract numbers are correct; completing the required financial forms; completing spreadsheets with amounts expended and updating budget/budget narratives; verifying the movement between expenditures is at or below the allowable contract limit; ensuring indirect costs are charged according to the federal approval letter; verifying expenditures are in-line with the previous year; tracking and recording funds returned to the agency or reduced from invoices in relation to questioned costs identified in monitoring activities; reporting unexpected variations to contract staff; and resolving technical issues with contractors
- Recommending and assisting with the development of contract and state plan amendments related to fiscal activity
- Tracking all Workforce Development state plan due dates and work with program staff 75 days prior to the due date to ensure the process has started
- Assisting in compiling budget information relative to the Workforce Development unit; reviewing budgets submitted by contractors and comparing to the prior years' budgets and actual expenditures; working with program staff to follow up for explanation of variances from prior year(s); and combining budget requests for all DSS programs administered by the contractor to ensure no overlapping claiming and to provide an overall view of the agencies' budgets
- Preparing and/or assisting in the preparation of grant applications; providing assistance in tracking grants; and assists in the maintenance of a grant database
- Selecting, training, and supervising support service and clerical staff as needed
- Exercising independent judgment and initiative under close supervision
- Performing other related work as assigned

Qualifications: A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Public or Business Administration, or a closely related field.

OR

Four or more years of clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas, including two or more years in a supervisory or semi-technical capacity (at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I); and possession of a high school diploma or proof of high school equivalency.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for a maximum of two years of the required general experience at a rate of 30 earned credit hours for one year. An additional 30 earned credit hours from an accredited college or university may substitute for a maximum of one year of the required specialized experience.)

ANNUAL SALARY RANGE: \$30,576.00 - \$42,780.00

TO APPLY: Individuals who meet the required qualifications as specified above and are interested in this position **must update the on-line application** at www.ease.mo.gov, then print and fax or email that application along with any applicable transcript(s) to Toni Nichols at (573) 751-4723 or Toni.Nichols@dss.mo.gov. Even if you are already on the register and/or have applied on-line, a printed application and any applicable transcript(s) must be sent to Toni Nichols. When emailing your application to Ms. Nichols; please specify which position you are applying for.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: **Monday, July 30, 2018** by close of business

Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER