



JOB ANNOUNCEMENT

Executive I Division of Finance and Administrative Services

The Division of Finance and Administrative Services (DFAS) Child Care Review Team is seeking applications for the position of Executive I in Jefferson City.

JOB DUTIES INCLUDE:

This is entry-level professional work in evaluating child care entities' compliance with contractual requirements and billing practices for services rendered under the Child Care Subsidy Program administered by the Missouri Department of Social Services (DSS). This position reports to the DSS, Division of Finance and Administrative Services – Child Care Review Team. The following tasks will be the responsibility of the Executive I:

- Implement the child care monitoring plan and tools by monitoring child care entities for DSS contract/ registration agreement compliance and federal funding compliance.
- Compile, analyze and interpret data and information obtained while conducting monitoring reviews to ensure CCDF funds are used in accordance with contract/registration agreement requirements and to determine if child care entities are billing DSS appropriately for child care services rendered.
- Reconcile child care entity records and other entity records to DSS-systems to validate payments made and find potential discrepancies.
- Assist in investigating complaints and allegations from external sources concerning possible violations of laws, rules and/or contractual requirements governing child care entities.
- Identify and assist in correcting deficiencies in child care entities' fiscal controls and billing practices by analyzing detailed financial information and making recommendations for corrective action, including changes to entities' tracking and billing practices and procedures.
- Document findings, prepare and maintain required records pertaining to child care monitoring activities/reviews to prepare formal monitoring reports containing all pertinent observations, findings, evaluations, and recommendations on the child care entity monitored.
- Regular day trips and/or overnight travel will be frequent and is required to perform monitoring visits of child care entities that receive CCDF funds.
- A working knowledge of word processing, spreadsheet, and database software.
- Ability and initiative to develop, prepare, and utilize spreadsheets, and and/or monitoring tools and reports.
- Ability to establish and maintain effective professional working relationships
- Other duties 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 GED certificate.

(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.)

SALARY RANGE: \$1,274.00 - \$1,317.00 Semi-Monthly

TO APPLY: Please send your resume, cover letter, transcript along with a completed DSS Employment Application <https://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to brenda.s.becker@dss.mo.gov

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is July 18, 2018. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER