

Upper Cumberland Human Resource Agency

Job Description

Contract and Fiscal Coordinator

Classification: Non-Exempt
Department: Employment and Training
Reports to: Director of Employment and Training
Salary Grade: SA-6 \$16,000-\$30,000 (*Salary may be less than minimum amount listed dependent upon financial restraints of the agency.*)
Job Group: 2
Census Code: 0740
2010 SOC Code: 13-1199
Employment: At Will

MAJOR DUTIES AND RESPONSIBILITIES

- Negotiates and maintains all contracts and modifications and ensures that the original signed copy is on file at UCHRA.
- Monitors all contracts to ensure providers/contractors are providing all services set forth in the contract and has submitted all required documents to UCHRA.
- Reviews all invoices from employers and contractors to ensure that they meet the appropriate accounting procedures and are in compliance with the contract.
- Routinely monitors contract performance and brings performance issues to the attention of the Operations Administrator and Employment and Training Director.
- Maintains a current roster of contracts with invoices and contract budget balances.
- Ensures that all providers/contractors are complying with and implementing applicable Federal requirements for persons with disabilities.
- Manages special projects/grants, which includes budget development, program oversight, monitoring, etc.
- Assist in the completion of the American Job Center Infrastructure Agreement (IFA)/Budget and Memorandum of Understanding (MOU).
- Assist in development of a budget for the activities of the Local Workforce Development Board.
- Produce records, summary reports and correspondence as assigned by supervisors.
- Other related duties as assigned.

SKILLS / QUALIFICATIONS

- Graduation from an accredited four-year college or university with a degree in Business Management or similar discipline preferred. Equivalent experience in an administrative support role and/or direct experience in working with the WIA/WIOA program will be considered in lieu of degree
- Advanced computer competency/literacy skills are required. Applicants must have the ability to quickly learn computer software applications and follow directions in completing Technical Assistant requirements
- Effective verbal and written communication skills are required
- Ability to maintain professionalism and adapt in a rapidly changing atmosphere

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills
- Detail oriented
- May be required to sit for prolonged periods of time
- Ability to multitask
- Function and complete job duties within an office environment
- Standing
- Seeing
- Hearing
- Lifting (up to 25 pounds)
- Stooping
- Climbing
- Walking
- Ability to concentrate
- Work without direct daily supervision
- Operate a motor vehicle
- Good public relations
- Dependable transportation

Americans with Disability Specifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

DIRECTOR

Date

H.R. MANAGER

Date