

PROGRAM REVIEW ASSISTANT*

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderately complex nature involving monitoring a variety of programs for necessary programmatic, financial and grant compliance and preparing programmatic and financial reports and claims. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to other staff members. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors New York State and federal grant related activities, including the maintenance of program, operational and fiscal records;

Monitors compliance with contracts, memorandum of understanding (MOUs) and other agreements between the department and other public and private agencies;

Assists in performing on-site audits by reviewing subcontractor program records, including fiscal records in order to comply with New York State regulations;

Reviews grants and related documents and prepares status reports;

Monitors progress of grant related programs and awards needing renewal or affected by cutbacks;

Prepares financial statements, fiscal reports and claims as required;

Monitors grant-related expenditures and compliance with claims procedures to ensure maximum reimbursement and adherence to federal, New York State and County policies;

Acts as liaison with county departments (e.g., Law, Finance) to resolve problems related to grant management;

Maintains fiscal and statistical reports on various computer programs, applications and databases;

Performs other related work as assigned by the higher-level supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of New York State and federal requirements for funding and reimbursement of local programs; good knowledge of account-keeping and other financial record keeping; good knowledge of the principles and practices involved in monitoring and evaluating programs; ability to communicate effectively, both orally and in writing; ability to prepare moderately complex financial reports; ability to understand and interpret written material such as mandates, requirements, and policies.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Business Administration, Business Management, Accounting, Finance, Economics, or comparable curriculum and two (2) years of work experience which included the preparation and/or maintenance of moderately complex financial reports and records.

NOTE: A Master's degree in Business Administration, Business Management, Accounting, Finance, or comparable curriculum may be substituted for one (1) year of the required experience.

SPECIAL REQUIREMENT: Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

*This reflects a retitling of Program Review Assistant (Aging).

R.C.D.P. (08.17.2015) 04.05.2023
Competitive

11.27.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.