

SENIOR PROGRAM REVIEW ASSISTANT*

DISTINGUISHING FEATURES OF THE CLASS: This is primarily technical work that involves the day-to-day oversight and monitoring of a variety of programs to ensure compliance with programmatic, financial and grant requirements as well as the fiscal oversight of programs. The work differs from a Program Review Assistant in the independence of decision making and complexity of assignments. The work is performed under the general supervision of a higher-level administrator and supervision may be exercised over a small number of employees involved in the fiscal operations of the unit. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes funding sources and programmatic and grant requirements in order to project allocations; Coordinates processes, gathers information, prepares reports, etc. necessary for participation in and the preparation of responses to audits;

Oversees the day-to-day fiscal function including but not limited to developing fiscal and operational budgets for new programs, ensuring compliance with requirements for new and existing programs identifying fiscal and operational problems and recommending solutions regarding same, developing internal procedures to ensure compliance with federal, New York State, and local requirements, forecasting revenues and expenses for effective program planning, etc.;

Researches funding opportunities (e.g., grants) for new programs and provides evaluations regarding the fiscal viability of such programs, in order to expand cost effective program services;

Assists with the preparation of the department's annual budget by projecting revenues and expenses, acting as a liaison with Rockland County and NYS officials to gather and exchange information, identifying potential funding sources, making recommendations regarding operations and processes, etc.;

Performs on-site audits and monitors the expenditures of subcontractors and monitors and develops contract provisions for new programs in order to ensure compliance with New York State regulations;

Supervises employees assigned to the department's fiscal functions (e.g., preparation of vouchers, purchasing, preparation of fiscal reports, etc.);

Prepares a variety of reports;

Completes special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State and federal requirements for funding and reimbursement of local programs; thorough knowledge of account-keeping and other financial record keeping; thorough knowledge of the principles and practices involved in monitoring and evaluating programs; ability to supervise the work of others; 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 three (3) years of work experience which included the preparation and/or maintenance of moderately complex financial reports and records, one (1) year of which must have included the supervision or management of employees.

NOTE: A Master's degree in Business Administration, Business Management, Accounting, Finance, Economics, or comparable curriculum may be substituted for one (1) year of the required general experience (i.e., the Master's degree cannot substitute for the supervisory or managerial experience).

(over)

PROMOTION: Two (2) years of permanent status as a Program Review Assistant.

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

R.C.D.P. (11.20.2017) 03.20.2023
Competitive

11.01.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.

