



Coordinating Workforce Development for Northern Nevada

## **FINANCIAL SPECIALIST**

### **DEFINITION**

Under general supervision, monitors contractors performance and records through technical reviews and on-site monitoring of programs and accounting records, maintains financial reports, provides training and technical assistance to contractors, performs complex technical accounting duties in the areas of accounts payable and accounts receivable and performs related work as directed.

### **ESSENTIAL FUNCTIONS**

This classification is responsible for performing technical compliance activities relating to specific assigned programs and/or projects. Responsibilities include monitoring contracted service providers, providing technical assistance and training, financial reporting and verification assignments.

Incumbents monitor contracted program providers through on-site visits and the review of reports and records, recommend changes in method, procedure or operation of the programs, conduct training and provide technical assistance to ensure compliance with program requirements.

Incumbents provide analysis and interpretation of regulations, policies and procedures, in their assigned areas and perform comprehensive detailed reviews of data for accuracy and conformance with Nevadaworks standards.

Incumbents compile and prepare management reports, monitoring reports, write, review, update and maintain procedural manuals, training manuals, policies or procedures, and perform a variety of technical support assignments.

Incumbents assist Federal, State and various other auditors/monitors with their financial audits of Nevadaworks and Nevadaworks contractors.

Incumbents analyze and reconcile accounts and prepare appropriate journal entries, balancing with cash/bank accounts, prepare checks for signature while verifying the account codes and prepare reports to account for fixed assets.

Incumbents act as Liaison with insurance companies on various Nevadaworks insurance policies.

Incumbents prepare the Request for Funds for various State and Federal agencies and insure that they meet program requirements.

Reports to the Finance Manager and provides staff support to assigned Nevadaworks Board committees. Represents Nevadaworks on various community and State committees and boards as assigned by the CEO.

## **KNOWLEDGE AND ABILITIES**

**Knowledge** of technical compliance functions of federal workforce development programs, rules and regulations related to eligibility, allowable services and activities, performance standards, financial record keeping requirements; basic mathematics sufficient to prepare and verify financial and budget reports, office administrative practices and procedures; computers systems and software applicable to the operations and management information requirements of Nevadaworks.

**Ability** to demonstrate a strong attention to detail; perform a variety of data review, data entry and verification work with speed and accuracy; perform specialized reviews of records and documents; follow oral and written directions interpret and apply policies and procedures, compose correspondence; operate a computer using word processing and other software as appropriate; operate and use office equipment, perform general office support assignments as required, deal tactfully and courteously with staff and customers, establish and maintain cooperative working relationships.

## **EDUCATION AND EXPERIENCE**

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from an accredited college or university in a business, finance or related field is preferred; or graduation from high school or equivalent and four (4) years experience that includes at least (1) year in a technical review and compliance capacity, accounting or bookkeeping. Experience shall preferably have included work with federal or public programs.

Qualifying experience will be considered on the basis that one year of experience equals one year of education.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination, corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

## **SPECIAL REQUIREMENTS**

Proficiency in word processing and competence in computer operations required. Possession of a valid and current State of Nevada Driver's License, travel and use of personal vehicle will be required.