

|                       |                                    |
|-----------------------|------------------------------------|
| <b>Job Title</b>      | Contract Administration Aide       |
| <b>PVN ID</b>         | LA-1801-002288                     |
| <b>Category</b>       | Administrative Services            |
| <b>Location</b>       | LAGUARDIA C. C.                    |
| <b>Department</b>     | Workforce Development Center - ACE |
| <b>Status</b>         | Part Time                          |
| <b>Hourly Rate</b>    | \$24.00                            |
| <b>Hour(s) a Week</b> | 0.00-30.00                         |
| <b>Closing Date</b>   | Mar 08, 2018 (Or Until Filled)     |

---

## General Description

The selected individual will be responsible for supporting employer Partner relations; program compliance with sponsor funding contract timelines and submission of agreements; liaising with divisional Central services and daily operational compliance with program paperwork.

Under the direction of the Executive Director of the Workforce Education Center (WEC), the Program Associate is responsible for the following:

- Working closely with the Executive Director to establish and implement timelines for the review, finalization and implementation oversight of employer work place agreements; work plan budgets; budget modifications and program amendments in accordance with program due dates.
- Working with fiscal monitor reviews all budgets, budget modifications and program amendments for accuracy and completeness in accordance with program timelines.
- Liaise with program fiscal monitor to support procurement and document tracking; keeping record of all requisitions; invoices and receiving documents.
- Submit program documents to divisional central services area for review, authorization and submission to sponsor as well as contract executing agencies
- Establish compliance tracking system, in keeping with separation of duties, to confirm participant eligibility for program incentives and centralized distribution.
- Establish record keeping systems and procedures for tracking and reporting, including remedial measures.
- Maintain and update records of all budgetary transactions using general accounting procedures and principles.
- Answers correspondence and telephone questions related to program matters.
- Contributes to other program unit goals as required.

## Other Duties

---

## Qualifications

---

An Associate's degree in finance, business or other related field, at least two-three years of experience working in the finance arena, strong written and oral communication skills required; ability to work independently with minimal supervision, ability to handle complex and confidential information with discretion. Excellent computer skills required including Microsoft Excel spreadsheets, and ability to utilize sponsor database software.