

# **Arkansas Division of Workforce Services**

## **Services for the Blind**

### **Fiscal Support Supervisor**

#### **Job Vacancy Announcement**

#### **Re-Advertisement**

#### **Recruitment Period:**

**Friday, January 14, 2022 to Friday, January 21, 2022**

**Position Number: 22098123 Class Code: A074C Grade: GS06**

**Entry Level Salary: \$36,155**

The **Arkansas Division of Workforce Services – Services for the Blind** is recruiting for a **Fiscal Support Supervisor** position. The **Fiscal Support Supervisor** is responsible for supervising the activities of fiscal support personnel within an assigned department or program. This position is located in the **Central Office, 1 Commerce Way, #4, Little Rock, AR 72202**.

Thoroughly read the attached **Fiscal Support Supervisor** functional job description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the ARCareers website.

#### Employment Application Procedure

Apply online through the ARCareers website at <https://arcareers.arkansas.gov/>. Upload your current resume with your employment application.

Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act.

Applications and resumes must be posted on the ARCareers website by **11:59 p.m., Friday, January 21, 2022**.

Arkansas Division of Workforce Services is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodations needed to participate in our application process.

## **Arkansas Division of Workforce Services**

### **Services for the Blind**

**Functional Job Description: Job Title – Fiscal Support Supervisor**

**Position Number: 22098123 Class Code: A074C Grade: GS06**

**Funding Source: 78.7% Federal 21.3% State**

### **Position Summary**

The Division of Services for the Blind (DSB) Fiscal Support Supervisor is responsible for supervising the activities of fiscal support personnel within an assigned department or program. This position is governed by Generally Accepted Accounting Principles, state and federal laws, and agency/institution policy.

### **Education and Professional Work Experience**

#### **MINIMUM QUALIFICATIONS**

The formal education equivalent of a bachelor's degree in general business, business administration, finance, or a related field; plus, two years of fiscal related experience, including one year in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

#### **PREFERRED QUALIFICATIONS**

Must demonstrate acceptable skill level in Microsoft Office.

Experience working with the Arkansas Administrative Statewide Information System (AASIS) in the area of finance.

Occasional in state and out of state travel for training or other assignments.

May be required to work nights and weekends in support of Board meetings and other agency initiatives.

#### **KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of staff development and supervision principles.

Knowledge of department operations, policies and procedures, applicable laws, and regulations.

Knowledge of software application programs, database management, and accounting principles.

Ability to conduct research and perform quantitative quality assurance reviews, resolve operational problems, and prepare required reports.

Ability to plan, organize and coordinate activities, resources, and materials associated with the needs of the department or program.

Ability to plan and direct the work of others.

### **Job Responsibilities and Expected Results**

Oversight of Grant and Fund Management Operations:

Assist with completion of contract/grant authorizations.

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Assist in the development of financial procedures for DSB.

Assist DSB personnel as needed in any federal or state audits or reviews.

Prepare ad-hoc reports for DSB management as required.

Serve as alternate CFO as assigned.

Interface between AASIS and AWARE:

Monitor/edit database to ensure all required fields are completed.

Monitor and maintain AWARE and the Arkansas Administrative Statewide Information System (AASIS) vendor lists for accuracy between the two.

Verify payment requests in AWARE and invoices for accuracy.

Monitor AASIS and AWARE to reconcile expenditures.

Serves as an AWARE tester of new versions and AWARE trainer as needed.

Work with Alliance personnel on trouble issues as needed.

Process and disburse client payments:

Ensure release of payments from AWARE to AASIS to generate warrants.

Release of payments must be completed by 3:30 p.m. on Friday of each week.

Reconcile, check for accuracy, record, and mail warrants to vendors for payment of client services by close of business Wednesday of each week.

Run reconciliation reports weekly between AASIS and AWARE.

Assist vendor(s) and counselor(s) in tracing payment for services.

Process refunds/voided warrants for client services.

Maintain client files:

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Oversee the confidential information of active DSB client files.

Oversee the confidential information of closed DSB client case files for the previous five years.

Provide technical assistance, error feedback and information to staff.

Prepare monthly, quarterly, yearly, and ad hoc reports:

Prepare and distribute monthly, quarterly, and yearly AWARE/AASIS reconciliation reports.

Oversee random case services for audit reviews by the Iot11 of each month following the quarter.

Prepare ad hoc AWARE reports as needed or required by management.

Prepare monthly Grants and Pre-Employment Transition Services Reports.

Supervision of Staff:

Monitors staff assignments, evaluates and gives feedback on job performance by established guidelines.

Assess training needs, provides training for staff.

Recruits and provides orientation for new staff.

Develops written procedures for Client Data Center area and maintains procedure manual.

Perform other duties as assigned.