

Greater Wisconsin Agency on Aging Resources

Position Description

Position Title: VA Programs/ Fiscal Department Program Assistant

Reports to: VA Programs Manager and Fiscal Manager

Position Status: This is a full-time (40 hours/week), non-exempt position working standard business hours Monday through Friday between the hours of 8am – 5pm.

Position Summary:

This position assists the Veteran Self-Directed Program (VSDP) and Fiscal Department in supporting programs in a wide variety of activities including invoicing, payments, authorizations, monitoring budgets, daily operations related to fiscal involvement, document organization and storage, contract management, technical assistance related to requirements of the Older Americans Act and analyzing information around quality data collection to ensure adequacy, accuracy and legitimacy of data.

Essential Job Functions:

1. Develop and maintain an ongoing working understanding of the VSDP
2. Complete invoicing tasks for VSDP
3. Complete payment tasks for VSDP
4. Manage authorization tasks for VSDP
5. Monitor Veterans' budgets for VSDP
6. Manage daily trouble shooting tasks for VSDP
7. Participate in team meetings, fiscal meetings, conferences for VSDP
8. Communicate with VSDP team, FMS, and VAs as appropriate
9. Assist the Fiscal Manager in the contract process
10. Assist in the maintenance of all fiscal documents within a SharePoint environment
11. Oversee quality assurance of provider reported service data and fiscal expenditures
12. Oversee data entry provider updates within state mandated software program
13. Coordinate special project(s) as assigned
14. Validate claiming tools and instructional materials used by providers.
15. Complete all other duties as assigned, based on both VSDP and agency needs.

Qualifications:

Minimum one year of experience in finance area (Associate degree acceptable alternative). Proficient in the use of accounting software, Microsoft programs, especially SharePoint, Word, and Excel. Excellent typing and 10-key accuracy. Strong written and verbal communication skills. Ability to function independently without direct supervision and work within timelines



and deadlines. Ability to work with a diverse population. Ability to travel occasionally by vehicle; possess a valid Wisconsin driver's license and automobile insurance.

