Greater Wisconsin Agency on Aging Resources

Position Description

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# Position Title: Fiscal Program Assistant

Reports to: 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.

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**Position Summary:**

This position assists the Fiscal Department in supporting aging programs in a wide variety of activities including 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. Assist the Fiscal Manager in the contract process.
2. Assistance in the maintenance of all fiscal documents within a SharePoint environment.
3. Quality assurance oversight of provider reported service data and fiscal expenditures.
4. Data entry provider updates within state mandated software program.
5. Special project(s) coordination.
6. Validation of claiming tools and instructional materials used by providers.
7. All other duties as assigned, based on agency needs.

**Qualifications:**

Minimum one year of clerical experience (Associate degree acceptable alternative). Proficient in the use of 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 deadlines. Ability to work with a diverse population. Ability to travel occasionally by vehicle; possess a valid Wisconsin driver’s license and automobile insurance. Must reside within Wisconsin.