



ALU LIKE, Inc.

**JOB VACANCY ANNOUNCEMENT 22-002
(INTERNAL/EXTERNAL)**

JOB DESCRIPTION

POSITION TITLE: Fiscal Program Specialist	DATE REVISED:
DEPARTMENT/PROGRAM: Ka Ipu Ka'eo Department	EFFECTIVE DATE: 04/05/2022
REPORTS TO: Director	SALARY LEVEL: 10

Job Summary

The responsibilities of the Fiscal Program Specialist include fiscal and clerical duties for the Ka Ipu Ka'eo Department's Native Hawaiian Career and Technical Education Program. The Fiscal Program Specialist prepares, modifies, and monitors program/projects and budgets and maintains the fiscal reporting and participant data for NHCTEP files, and assists with other department projects and programs as needed: BOOST, TANF, NHFAAP {HLSP, NBTC, NHSSAP}, etc.

Duties and Responsibilities

Fiscal Assistant 80%

1. Prepares, modifies, and monitors budgets of the NHCTEP and projects.
2. Conducts reviews of fiscal reports and requests submitted by each sub-recipient contractor; ensures arithmetic accuracy, and compliance with contract provisions and fiscal regulations.
3. In collaboration with NHCTEP staff, conducts reviews of program expenditures and projections for the program and projects, recommends reallocation priorities, and provides projections of carryover and no-cost extension funds.
4. Provides instruction/guidance to sub-recipient contractors regarding fiscal policies/procedures and federal regulations.
5. Generates purchase orders; assembling payment packages; maintaining purchase order log, and reconciling with financial status report; and researches discrepancies.
6. Maintains inventory of equipment according to internal and funding agency requirements.
7. Coordinates timesheet scheduling.
8. Gathers information as needed for program audits.
9. Compiles and submits year-end fiscal reports for NHCTEP and TANF.
10. Participates with audits and project evaluations.
11. Serves as liaison contact with the ALU LIKE, Inc. Fiscal Office.
12. Performs other related duties as assigned.

Data Assistant 20%

1. Compiles data from multiple project proposals for program reports, summaries, and the annual grant proposal.
2. In collaboration with the NHCTEP staff establishes, organizes, and maintains NHCTEP projects' data files, to include creating, compiling, and refining respective forms.
3. Performs daily program data entry with accuracy edits data, and performs daily backup of computer data files.
4. Prepares and summarizes data reports with tables, chart, and graphs.
Logs, monitors and maintains records (recordkeeping) that are essential to documenting projects' performance.
5. Performs standard office tasks to include emailing, messaging, copying, preparing documents for distribution, arranging travel, typing, and ordering supplies.

Interaction

The Fiscal Program Specialist has daily and extensive contact with internal and external individual groups.

Required Job Requirements

Education and Experience

1. Associate Degree in Office Administration, Technology, or other closely related field, and
2. Three (3) years of progressively responsible administrative office experience of which two (2) years must have included fiscal responsibilities.

Education Substitution

1. High school diploma or equivalent and
2. Five (5) years of progressively responsible administrative office experience of which three (3) years must have included fiscal responsibilities.

Knowledge, Skills, and Abilities

1. Ability to work with minimum level of supervision.
2. Ability to handle multiple tasks concurrently.
3. Ability to listen, analyze problems, develop effective solutions, and solve problems.
4. Ability to use Access, Excel, and Word programs with a high level of proficiency in Access and Excel formula creation and manipulation.
5. Good oral and written communication skills.
6. Ability to produce accurate work.
7. Ability to work effectively with people of diverse backgrounds.
8. Ability to travel to neighbor island and Oahu program/project sites.

Other Requirements

1. Valid Hawaii driver's license, current No-Fault Insurance, clean driving abstract, and dally access to an automobile.

Desired Requirements

1. Previous experience in state or federally funded programs.
 2. Familiar with proper usage of the Hawaiian language and diacritical markings.
 3. Knowledge, understanding, and experience with Hawaiian culture and values.
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Work Environment

1. Mostly sedentary tasks with occasional walking, standing, bending in performance of job duties and responsibilities.
 2. Light physical work with occasional lifting, pushing, or pulling up to twenty (20) pounds.
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The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities and qualifications of employees assigned to this job. Management reserves the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

WORKPLACE: ALU LIKE, INC.
2969 Māpunapuna Place, Suite 200
Honolulu, Hawai'i 96819

TO APPLY: Email your details to roperez@alulike.org
