

Job Posting

Department: 81 - Executive Offices

Organization: 817000 - Ex Pa Comm On Crime & Dltqncy

Job Code/Title: 81800 - Financial Programs Trainee

Position Number: 50500879

County: Dauphin

Work Location: PA Commission on Crime & Delinquency
3101 N Front Street
Harrisburg, PA 17110

Type of Job: Civil Service

Union: No Union Representation (Not subject to provisions of a union agreement.)

Bargaining Unit: A3

Seniority Unit:

Type Position: Permanent / Full Time

Salary Range: \$34,817 - \$52,558

Pay Schedule / Range: MA / MA05

Posting Length: 15 days

Posting Dates: 4/19/2016 - 5/3/2016

Contact Number: (717)265-8469 or theford@pa.gov

Information: WORK HOURS: 8:00 AM - 4:30 PM

Description of Duties: This position is within Grants Management of the Office of Financial Management and Administration. This is a trainee position with one year of training during which a gradually increasing level of responsibility is attained. Upon successful completion of one year of training, this position is promoted to an Accountant 1.

Duties:

Financial Review

Review grant applications for completeness, itemizing errors and deficiencies.

Learn to determine whether grant applications comply with the requirements set forth by the pertinent legislation, the Office of Justice Programs' Financial Guide, policies established by PCCD and all applicable federal and state laws, regulations, and procedures.

Ensure federal matching funds will be used to supplement, rather than supplant, state or local funds.

Return grant applications to applicants through Egrants indicating what actions must be taken to bring applications into compliance with federal and state regulations and PCCD policies.

Communicate directly with applicants to resolve problems as necessary.

Attend grant application review meetings and help Grants Management staff advise PCCD's program staff of all fiscal concerns related to the applications being considered for funding.

Assist Grants Management staff in making recommendations to resolve application issues.

Ensure all changes have been made to the applications in preparation for the Commission meeting.

Ensure the grant applicant is clear of obligations and not debarred by using the Commonwealth's Contractor Responsibility Program system and the federal government's System for Award Management. Follow up as necessary with applicants and/or subgrantees to

resolve outstanding CRP issues.

Subgrant Administration

Work with staff in OFMA's Administrative Services section to prepare subgrant award letters including subgrant number, project duration, project funds, and special award conditions.

Ensure grant contracts awarded by the Commission are properly routed for all necessary signatures.

Provide technical assistance to applicants and subgrantees on proper grant procedures.

Review fiscal reports submitted by subgrantees to ensure expenditures by fund source and category align with approved grant budgets and appear to be appropriate. If there are discrepancies, return the report to subgrantee for corrections. If there are no discrepancies, approve the fiscal report in Egrants and determine the proper amount to pay the subgrantee based on the fiscal report information.

Make grant payments to subgrantees through Egrants and SAP.

Receive and review refunds from subgrantees. Determine the correct coding for the refunds. Verify that the returned funds are properly accounted for in Egrants and SAP.

Close out subgrants in Egrants upon receipt of all required reports and verify payment and expenditure amounts are equal.

Review project modification requests to ensure they are fiscally acceptable and properly justified and recommend approval or disapproval of the request accordingly.

Prepare letters to subgrantees notifying them of the approval or disapproval of the project modification request.

Provide assistance to applicants on the proper completion of an application and on fiscal reporting and record keeping.

Provide general technical assistance to applicants and subgrantees on the proper use of Egrants.

Assist in the development and release of funding announcements. Verify that all required sections are included in funding announcements.

Learn to evaluate sole source procurement justifications for adherence to PCCD standards.

Monitoring

Become familiar with PCCD's subgrantee monitoring policy.

Learn how to monitor subgrantees through telephone monitoring, desk monitoring, random monitoring, and site visits.

Travel to subgrantees to assist with site visits.

Perform related duties as required.

- Essential Functions:**
- * Review grant applications
 - * Identify and resolve application issues
 - * Provide technical assistance to subgrantees
 - * Monitor subgrant activities
 - * Ensure award letters are prepared properly
 - * Circulate grant contracts for execution
 - * Record grantee interaction in Egrants
 - * Communicate effectively both orally and in writing

- * Use a personal computer, associated software, and standard office equipment
- * Travel as required

Last Date Job Applications Will Be Accepted: **Tuesday, May 3, 2016**

THIS IS A MANAGEMENT POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion Without Examination
- Transfer
- Reassignment
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: A Bachelor's Degree including twelve (12) credits in accounting; OR Four years of experience in bookkeeping work which included twelve (12) credits in accounting; OR Any equivalent combination of experience and training which includes twelve (12) credits in accounting.
2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

Eligibility - Competitive Promotion Without Examination Only

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - Fiscal Assistant

Selection Criteria

2. Minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 24 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
4. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 5/3/2016.

Application Instructions

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: (717)265-8469

This section is issued for compliance with [Management Directive 580.19, Promotion in the Classified Service without Examination](#).

How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Tuesday, May 3, 2016**:

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. Submit a request for consideration in the form of a memorandum, letter, or bid form which must be accompanied by a resume that reflects work history and education.

If interested in applying by mail, please send above specified materials to:

CONTACT PERSON: Theresa Ford
ADDRESS: 3101 North Front Street
Harrisburg, PA 17110
TELEPHONE: 717-265-8469
EMAIL: theford@pa.gov

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