

CARES ACT PROGRAM COORDINATOR

Pulaski County

Department: County Administration

Reports to: County Administrator

Supervision Exercised: None

Supervision Received: Work is performed under regular supervision of the Assistant Finance Director and/or County Administrator.

Classification (FLSA): Non-Exempt, Temporary

Work Hours – variable, 16-24 hours per week.

ESSENTIAL FUNCTIONS: The Cares Act Program Coordinator is responsible for oversight of all CARES Act funding purchases, receipts, verifications, documentation and reporting. This individual works with all County and PSA Departments to ensure that purchases made in relation to COVID-19 are justified, documented and reported for CARES Act Relief Funding.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Coordinates purchases and accounts for revenues and expenditures associated with COVID-19 CARES Act funding
- Maintains proper accounting in Excel spreadsheets to document expenditures
- Oversees purchases by all departments as well as the two Town's
- Plans, evaluates, coordinates, and directs departmental projects associated with CARES Act funding
- Supports Department heads with day-to-day questions and concerns as requested
- Approves disbursements for goods and services and payment of financial debt obligations associated with COVID-19
- Assists with the development of presentations and other reports to the County Administrator and/or the Board of Supervisors
- Plans, evaluates, and directs departmental policies, programs, procedures, and operations related to purchases and expenditures associated with COVID-19
- Ensures proper submittal of all financial purchase orders associated with COVID-19
- Serves as the primary point of contact with County staff and applicable agencies regarding the financial reporting for COVID-19
- Performs other duties as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the laws and policies governing CARES Act funding

- Ability to prepare and analyze complex financial data in a timely and accurate manner
- Knowledge of data processing principles and practices
- Ability to formulate and install methods, procedures, forms and records systems
- Ability to meet job demands under stressful situations
- Ability to explain complex matters and communicate effectively on multiple mediums

ADA REQUIREMENTS: Ability to sit at a desk and operate computer, calculator, typewriter, etc. for periods of up to three hours continuously, ability to read and write and to exchange information, ability to file papers, ability to lift and carry up to 50 pounds, dexterity required to operate keypads, push buttons, and switches, ability to work independently in the absence of specific instruction and ability to meet the public courteously and effectively.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Accounting preferred but not required
- Project management skills
- Possess extensive knowledge of Microsoft Word and Excel
- Understanding of financial accounting
- Can interpret and comply with of policies and procedures

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____