



Job Posting – July 22, 2024

POSITION: CONTRACT/FISCAL MANAGER – AAA

REPORTS TO: DIRECTOR – AREA AGENCY ON AGING

DIMENSIONS: SUPERVISORY POSITION

BASIC FUNCTION: Under general administrative direction to assist with the implementation of Title III programs and the provision of technical assistance to public and private agencies within the Deep East Texas State Planning Region pursuant to the provision of the Older Americans Act of 2000, and all relevant rules and regulations issued by the U. S. Department of Health and Human Services and the Deep East Texas Council of Governments. This will include the planning, coordinating and implementing fiscal and program operations of the Area Agency on Aging subcontractors and/or vendors and other related work as required or assigned throughout the Deep East Texas region.

DUTIES AND RESPONSIBILITIES:

1. Develops an effective working relationship with representatives of public and private agencies in identifying problems, needs and resources relating to the development of services for the elderly.
2. Provides technical assistance to the Board of Directors of service vendors in identifying problems, needs and resources relating to the provision of Title III services.
3. Provide vendors and/or subcontractors with technical assistance as needed.
4. Works closely with Director to prepare scope of work, specifications, and conditions for new contracts; prepares contracts, and leads negotiation strategies.
5. Oversees the operations and activities of monitoring contract performance, including client satisfaction surveys as well as developing and tracking key performance measures.
6. Oversees or conducts on-site visits to contractors to examine billings, fiscal data, and eligibility determinations for compliance with terms and contract and departmental policies.
7. Investigates and resolves discrepancies, complaints and disputes, and works with Director to develop settlement agreements and/or recommend contract termination.
8. Works with Regional Aging Advisory Council subcommittees, as assigned, to establish priority needs and plans for action.
9. Assists in the development and quarterly update of the Regional Area Plan package for the Area Agency on Aging.
10. Responsible for reviewing vendor invoices and preparing them for payment.
11. Responsible for completing monthly fiscal and programmatic reports for Director's approval prior to submitting them to Health and Human Services Commission.

12. Assists in preparation of budgets relating to contracts and programs for both the Area Agency on Aging vendors and/or subcontractors; reviews monthly budget variance reports and prepares summary document for Director.
13. Responsible for coordinating, preparation and document retention for purchases made on behalf of the Area Agency on Aging.
14. Performs other related duties and responsibilities as may be assigned from time to time by the Director, Area Agency on Aging.

PERFORMANCE QUALIFICATIONS:

Bachelor's Degree in Sociology, Psychology, Social Work, Public Administration, Accounting, Finance or related field, or equivalent education and experience. Direct experience may be substituted for education on year for year basis for education requirement.

Able to demonstrate knowledge of Windows based software, with strong skills using Microsoft Word and Microsoft Excel.

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

- 1 Ability to maintain EFFECTIVE working relationships with other employees, agency representatives, organizations and the public.
- 2 Knowledge of social service programs.
- 3 Proficiency in the practices and procedures of bookkeeping and/or accounting and financial operations.
- 4 Ability to apply standard solutions to re-occurring situations.
- 5 Ability to operate office machines in a prescribed manner.
- 6 Ability to follow verbal instructions and detailed written procedures and instructions and to work independently in the absence of specific instructions.
- 7 Ability to understand and interpret written regulations and policy statements.
- 8 Ability to express written and spoken ideas clearly, concisely, and effectively.

ADDITIONAL REQUIREMENTS, PERSONAL SKILLS AND ATTRIBUTES:

- Must have a VALID Texas driver's license, proper vehicle insurance and use of vehicle to travel throughout the region
- Utmost professional and personal integrity
- Personal values consistent with the Deep East Texas Council of Governments.

WORK HOURS: Monday – Friday, 8:00 a.m. – 5 p.m.

SALARY: \$21,281 to \$40,000 annually, depending on experience. Benefits include retirement plan, health insurance and other benefits.

SPECIAL CONDITION OF EMPLOYMENT:

Salaries of the Deep East Texas Council of Governments are funded by various state and federal grants; therefore, employment is conditioned on the availability of such funds.

APPLICATION PROCEDURE:

Submit completed application and resume to the DETCOG Human Resource Director by one of the following methods:

- Email to: lsargent@detcog.gov
- Mail to DETCOG Attn: Personnel, 1405 Kurth Drive, Lufkin TX 75904

Application can be found online at www.detcog.gov under the "Notices & Resources:" tab.

APPLICATION DEADLINE:

Interested and qualified persons are encouraged to apply without delay. This position is open until filled.

DETCOG IS AN EQUAL OPPORTUNITY EMPLOYER