



***This position is supported with ARRA (Recovery) funding.  
This job will be posted on this website for a minimum  
of five days. Once filled, it will be removed from the site.***

**Working title:** Payroll/Accounts Payable Specialist

**Position:** Financial Analyst-Contributing Level

**Vacancy Number:** 5879, 5880, 5881, 5882, 5883

**Salary:** \$25.00 an hour

**Number of Positions:** 5 Positions

**Work Schedule:** Full time

**Location:** Raleigh, NC

**Length of Assignment:** 6/30/2013

**Description of Work:**

This position will oversee payroll compliance for a pilot Department of Energy program to weatherize multi-family swellings (public housing facilities, apartment complexes, etc.) Experience working with payroll, fringe benefits, accounts payable required. Requires excellent customer service skills. This position will be housed within the Energy Division or a subgrantee and coordinates with subgrantee personnel, energy efficiency/conservation specialists, and project manager to ensure the timely success of the program. Valid NCDL with no more than 3 points in 3 years required. Extensive travel required (up to three weeks at a time) serving in remote locations throughout the state. There are five (5) positions available.

**Skills, Knowledge, Abilities:**

**Information Analysis and Decision Making**

- Perform desk and on-site monitoring for approximately thirty (30) subgrantees, target subgrantees most in need of review, issue written report(s) of monitoring results, identify areas of noncompliance and provide recommendations for each finding identified, review monitoring response to ensure all areas of non-compliance are addressed, and continue monitoring and action until finding no longer exists.
- Develop/implement computer procedures to aggregate/analyze subgrantee performance. Report accomplishments as required by ARRA.
- Confirm that no billing is outside the grant/contract period of performance
- Monitor and review vendors' invoices, and submit for approval. Maintain records of purchases by accounts and by vendors
- Develop and maintain databases to keep track of the office's programs and its expenditures
- Review financial reports for accuracy and completeness

**Knowledge- Professional**

- Reconcile balances and expenditures with the fiscal office to maintain financial budget control and balance check
- Monitor all WAP grants and contracts for fiscal actions
- Observe the management directives issued by the Office of Economic Recovery & Investment to ensure compliance with their instructions
- Gather, organize, summarize, analyze data and formulate projections and plans
- Present problem findings to management and recommend and develop regulations, policies, and procedures to improve the process for the different programs' feasibility
- Develop new processes and procedures to facilitate the work flow and interpret the department's policies as they relate to financials
- Propose approaches for delivery of project services that overcome obstacles and properly apply program policy
- Adopt new processes and procedures based upon changes in laws and regulations or industry practices

### **Communication**

- Develop and maintain effective working relationships on fiscal-related matters with Commerce Fiscal, subgrantees, and DOE officials
- Receive and review Davis-Bacon reports to ensure compliance by all subgrantees receiving ARRA funding. Duties include weekly review of reports, review to determine compliance, identification of areas of non-compliance, provide recommendations for each finding identified, and initiate action to bring within compliance.
- Identify training needs, provide training as necessary and respond to written or telephone inquiries and develop and present workshops as needed to improve subgrantee performance.
- Develop new forms and written procedures to facilitate work flow
- Other duties as assigned.

### **Training and Experience Required:**

Bachelor's degree in accounting, banking, finance, business administration, economics, or related discipline; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

### **How to Apply:**

Submit a State Application for Employment (**PD107**) to the **Contact Person**. Please email applications. Resumes will be accepted for review only. Applicants must complete the (**PD107**) to obtain employment. **\*Please indicate the Vacancy Number of the position for which you are applying.** *temporary solutions* is an Equal Opportunity Employment Employer.

### **Contact Person:**

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