DUTIES AND RESPONSIBILITIES:

Working with ARPA FRF K Business Units monitoring assigned accounts on a daily basis reviewing expenditures ensuring they are allowable per Grant Requirements. Approving on line Purchase Requisitions, Reviewing Personnel Action Forms and payroll documents for ARPA FRF Office, General Office duties faxing scanning attending meetings, Federal Reporting to US Treasury, Reviewing 164 packets for ARPA FRF Offices, Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities: