

Buffalo and Erie County Workforce Development Consortium, Inc.

Job Title: ITA Contract/Support Specialist

Department: Fiscal	Salary Range: \$42,000-\$45,000
Location: Administration/LCO Bldg.	Classification: Full Time
Reports To: Asst. Comptroller	FLSA: Non-Exempt

Summary:

Responsible for the functions of Individual Training Account (ITA) contract processing. Works closely with Career Advisors on a daily basis. Works in conjunction with Training Schools and bookstores to maintain tuition and book purchases information.

Primary Functions and Responsibilities: (Illustrative Only)

Contract Processing

- Receive Training information (contract worksheet);
- Maintain ITA database with all pertinent information;
- Review worksheet & verify against ITA Access Database;
- Administer OSOS verifications to determine funding source;
- Verify training with NYS Eligible Training Providers (ETPL);
- Develop ITA contracts;
- Print contracts and verify information;
- Create cover letters;
- Mail and copy contracts and route to appropriate staff;
- Reconcile contract upon receipt of NOA funding approval.

ITA Invoice Processing

- Verify tuition bills/information against contract;
- Validate additional training related costs (books/uniforms etc.) against Career Advisor information;
- Code invoices and route to Asst. Comptroller for payment processing.

Support Payment Processing

- Maintain monthly Bus Pass distribution report for active students;
- Prepare timesheets and support payment schedule.

Performs Other Tasks as Assigned

- Maybe assigned to other duties, responsibilities, offices, programs, hours and locations based on the services and staffing needs;
- Generates reports as necessary.

Competencies

- Financial Management;
- Contract Management;
- Perform job requirements using specific computer hardware and software programs;
- Capable of multitasking in completing work;
- Strong time management skills;
- Analytical skills.

Qualifications and Basic Requirements:

Education

Bachelor's degree in accounting or finance, and a minimum of one or more years of related experience.

OR

Associates Degree from an accredited college or university in Business **and** two years full-time paid experience in a related field.

Related Work Experience

Prefer work experience in the private or non-profit sectors that shows that the candidate has data processing, accounting and general record keeping experience and the ability to work with minimal supervision, is self-motivating and has initiative.

Knowledge, Skills and Ability:

Knowledge of financial and accounting office procedures, ability to use calculator and personal computer (data entry). Proficient with Microsoft Office programs.

Additional Requirements

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Essential Physical/Mental Functions

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Elements

- Lifting and carrying 10-20 pounds occasionally;
- Pushing and Pulling 10-20 pounds occasionally;
- Ability to stand, walk and sit frequently;
- Ability to speak and hear, both in person and on the telephone frequently;
- Repetitive use of hands to finger, handle, feel and operate standard office equipment frequently;
- Ability to bend, squat, kneel, reach, balance and climb stairs occasionally
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Performing Elements

- Regularly required to use written and oral communication skills
- Organizing and coordinating schedules;
- Read and interpret data, information and documents;
- Analyze and solve non-routine and complex office administrative problems;
- Use math and mathematical reasoning;
- Observe and interpret situations;
- Learn and apply new information or skills;
- Perform highly detailed work on multiple, concurrent tasks;
- Work under intensive deadlines with frequent interruptions;
- Interact with Center directors, managers, staff, customers, the public and others encountered in the course of work;
- Completing written work related reports.