



## **Fiscal Assistant and Quality Assurance Specialist**

**Job Opening:** Fiscal Assistant and Quality Assurance Specialist

**Location:** Chemung-Schuyler-Steuben Workforce New York (CSS Workforce NY)

**Position Type:** Full-Time

**Salary Range:** \$40,000 – \$50,000 annually, commensurate with experience and qualifications

**Benefits:** Comprehensive benefits package included

Chemung-Schuyler-Steuben Workforce New York (CSS Workforce NY) seeks an individual to join our team as a Fiscal Assistant and Quality Assurance Specialist. We are a not-for-profit workforce development board that assists individuals of all ages with employment opportunities while providing businesses with an adequate labor pool. Join our team to make a positive impact on our region through workforce development.

Fiscal Assistant Duties to include:

- Process vouchers (daily)
- Process weekly checks.
- Filing and organizing financial materials.
- Answer phone and email to expediate information as needed.
- Attend required meetings to take minutes in the absence of the Executive Assistant.
- Record Cash Receipts.
- Assist Fiscal Director with auditing needs.
- Conduct annual office equipment inventory at our career centers.
- Other duties as assigned.

Quality Assurance Duties to include:

- Provide timely, relevant and accurate technical assistance to program operations.
- Monitor and evaluate training funded with Workforce Innovation and Opportunity Act (WIOA) funds to assure compliance and positive performance outcomes.
- Evaluate data in the data management system.

- Provide technical assistance to program staff.
- Serve as Grievance Officer.
- Monitor and evaluate our One Stop Career Centers.
- Issue timely, scheduled and formal quality assurance reports to the board, program managers and Executive Director.
- Other duties as assigned.

#### Experience Required

- Proficiency in accounting principles and preparing financial statements.
- Experience desired with federal, state and local funding programs including policies and regulations.
- Ability to express ideas clearly, concisely and convincingly.
- Experience in training/workshop development and implementation.
- Must have the ability to operate in a strictly confidential environment and always maintain professional behavior/attitude.
- Must have a valid and clean driver's license.

**Schedule:** This position typically follows a Monday through Friday schedule, with standard hours of either **7:30 AM – 4:00 PM** or **8:00 AM – 4:30 PM**. Flexibility is required, as occasional early mornings, evenings, or weekend hours may be necessary. Weekly hours will be adjusted accordingly to accommodate these scheduling needs.

**Location:** This position is based at CSS Workforce NY's main office, located at 23 West Market Street, Corning, NY. While occasional travel to our four career centers may be required, this is an on-site role and is **NOT** eligible for remote work.

**Follow the application steps carefully!** 

#### How to Apply:

Submit the following **by 4:00 PM on July 25<sup>th</sup>** to **redderp@csswfny.com**:

- Your **resume**
- A **cover letter**
- **Three professional references**

 **Incomplete or late submissions may not be considered — don't miss your chance!**

To learn more about our organization and the work we do, please visit [www.csswfny.com](http://www.csswfny.com)