

## PD COMMISSION FISCAL ANALYST

### JOB SUMMARY:

Responsible for all aspects of the Public Defender Commission's federal grant compliance, including IV-E funds, and state PeopleSoft Project management. Obtain and retain county participation in IV-E reimbursement through the Commission and maintain a positive working relationship with the Department of Child Services, the granting agency. Secondly responsible for ensuring proper implementation of Commission's fiscal responsibilities as backup to the Commission's Senior Fiscal Analyst. Performs other tasks as assigned, report directly to Senior Fiscal Analyst and Director & Chief Counsel. **Apply with Resume and Cover Letter to: [information@pdc.com](mailto:information@pdc.com) by September 3, 2021.**

**NOTE:** This position will initially be funded for the biennium, state fiscal years 2022 and 2023. The Commission will work to retain these funds on an ongoing basis or, if unsuccessful, may retain this position through other funding. The likelihood of retention with other funding will be partially dependent on how successful the position is in enrolling all counties into IV-E reimbursement.

### DUTIES:

#### A. FISCAL

1. Establish and manage the timeline, procedures, and necessary documents to secure Federal IV-E funding for county public defense expenses.
2. Assist counties with creation and submission of required grant documents to PDCOM and/or DCS for IV-E funding.
3. Provide technical assistance on grant reporting to counties to ensure reporting compliance.
4. Submit necessary documentation to DCS for Commission IV-E funding quarterly.
5. Review reporting guidelines and establish reporting deadlines with relevant internal and external state employees and county staff.
6. Regularly review Federal and State grants websites and resources to seek out new grant opportunities for the Commission.
7. Manage project costing and billing modules in PeopleSoft Financials.
8. Review and approve accounts payable and asset management transactions in PeopleSoft Financials.
9. Perform, as backup, fiscal duties otherwise assigned to Senior Fiscal Analyst.

#### B. INVESTIGATION AND AUDITS

1. Assist with quarterly non-capital and/or capital reimbursement requests.
2. Assist Senior Fiscal Analyst with desk audits of county reimbursement requests.

#### C. Reporting

1. Develop graphical and text reports on DCS IV-E and any other federal grant projects for internal and public consumption.

**POSITION REQUIREMENTS:** Experience with PeopleSoft Financials and Project Costing Module and federal grant compliance. Salary will be commensurate with experience.