



Position Title: SCSEP Compliance Specialist

FLSA: Non-Exempt

Reports to: SCSEP Compliance Manager

Position Description:

Review, enter, and maintain files for SCSEP job seeker records and timesheets for compliance with NICOA/SCSEP regulations and Department of Labor Standards and assist in payroll process.

Essential Functions and Responsibilities:

NOTE: National Indian Council on Aging, Inc. unilaterally may change these requirements of this job description at any time.

These include but are not limited to the following:

1. Set up and review SCSEP job seeker files as assigned within a week after receipt
2. Check for accuracy income determinations and that other pertinent eligibility documentation is included and notify Program Managers of any errors.
3. Notify the program staff via email of any discrepancies with add to payroll documents.
4. Maintain Host Agency Agreement and Safety Monitoring Report files for assigned states.
5. Document receipt of in-kind statements and forward form to the Finance Department.
6. Check and input timesheets bi-weekly into JOBMAP, checking for accuracy and inform Program Manager of any necessary discrepancies and/or make appropriate data entry corrections.
7. Input job seeker data into GPMS and inform Program Manager/staff of any necessary discrepancies.

8. Monitor files to make sure records meet data validation requirements.
9. Maintain Tracking Form with outstanding documents or corrections needed for states assigned.
10. Knowledge of SCSEP Data Collection Handbook, data validation and updates.
11. Knowledge of all SCSEP Performance Measures.
12. All other duties as assigned.

Minimum Qualifications:

NOTE: These Include but are not limited to the following (additional responsibilities may be assigned as necessary):

1. Attend NICOA and SCSEP staff meetings and training courses as requested.
2. Adhere to NICOA policies and procedures.
3. File documents in appropriate files for states assigned, in the absence of the File Clerk
4. High School Diploma or GED and technical training with a minimum of 3 years' relevant experience
5. A valid driver's license and current automobile insurance
6. May travel to monitor field offices.
7. Ability to operate a 10 key calculator
8. Proficient in database verification
9. Knowledge of administrative and clerical procedures and systems such-as managing files and records and other office procedures and terminology
10. Good computer skills; demonstrated proficiency in Microsoft Word and Excel
11. Good verbal and written communication skills
12. Mature judgment and professionalism in handling confidential matters
13. Superior dependability including excellent attendance and punctuality
14. Ability to establish and maintain harmonious working relationships with colleagues, community members, participants, Board Members and other persons contacting NICOA

Working Conditions and Physical Effort:

- Work is normally performed in a typical interior/office work environment.
- The noise level is moderate.
- Very limited exposure to physical risk or very limited physical effort required.

- Sitting for prolonged periods.
- Lifting items 50 lbs. or less.
- Bending or stooping occasionally.
- Keyboarding/typing.

Equal Employment Opportunity:

We are an Equal Opportunity Employer that values workplace diversity.
The position is funded by a U.S. Department of Labor grant is contingent upon availability of funds

I have read the above job description and can perform the duties described.

Date: _____

Staff Printed Name

Staff Signature