

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina

JOB DESCRIPTION

JOB TITLE:	<u>COMMUNITY SERVICES SPECIALIST II</u>	GRADE:	<u>4</u>
COMPONENT:	<u>CSBG</u>	STATUS:	<u>Non-Exempt</u>
REPORTS TO:	<u>FINANCE DIRECTOR</u>	DATE REVISED:	<u>01/01/2020</u>

I. INTRODUCTION:

Under general supervision, provides programmatic and administrative support to the Community Services program through the processing of vouchers, maintaining files, compiling data, preparing of reports, and disseminating information. Keeps the Finance Director informed on any issue with the potential for a significant impact.

II. DUTIES AND RESPONSIBILITIES:

1. Prepares necessary forms/documentation for program services.
2. Collects and sorts program vouchers and invoices.
3. Assist in the payment of vouchers and invoices.
4. Prepares and compiles information for program monitoring and audits.
5. Compiles and prepares client survey data reports.
6. Researches refunds, invoices and vouchers from vendors and program staff.
7. Maintains program files and W9 forms.
8. Provides and distributes program information to program staff as needed.
9. Provides program advocacy, support and technical assistance to other staff for program assistance requirements.
10. Performs other assigned duties and or tasks as deemed necessary.

Job Description: Community Services Specialist

III. SALARY RANGE: From \$10.69-16.04

IV. QUALIFICATIONS:

ENTRY:

1. The minimum requirements are an Associate's Degree in Business or Accounting with one-year experience; or a high school education and three years of clerical, social, business and or administrative work experiences; or the equivalent combination of education, training and work experiences.
2. The ability to effectively communicate both orally and in writing and in the presentation of and delivery of program reports.
3. Demonstrate working knowledge in the usage of desktop computer system and computer entry of client data.
4. Microsoft word and windows experience.
5. Familiarization with data and/or assessment processes using manual and computerized methods. Ability to travel in service area using Agency vehicle.
6. Possess a valid South Carolina driver's license.
7. May be required to travel from time to time using own personal vehicle.
8. Ability to maintain and retrieve client files and to visually review.

9. Able to lift 30 pounds.
10. Must be able to pass a SLED background check.

DESIRABLE:

1. Bachelor's Degree with emphasis in Business Administration or Accounting and one year of work experiences.

Distribution

LIHEAP 50%
CSBG 50%

SIGNATURE

DATE