



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

January 12, 2018

Job # 2018-002

## **PLEASE POST ANTICIPATED OPENING**

**POSITION:** Financial Compliance Assistant  
Community Development Block Grant Program (CDBG)

**HOURS OF WORK:** 8:00 a.m. - 12:30 p.m. / Monday – Wednesday  
8:00 a.m. - 2:00 p.m. Thursday (Scheduling flexibility to be considered)

**SALARY:** \$23.00 - \$25.00 per hour (19.5 hours per week)  
(According to Non-union Salary Schedule)  
(Position is not eligible for benefits)

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

To assist the Community Development Division Director in administering the block grant program by performing the administrative and financial functions of the CDBG grant for the City of Haverhill.

Works under the general direction of the Economic Development and Planning Director (Grants Administrator) through the CDBG Division Director or his/her designee.

### **DUTIES AND RESONSIBILITIES:**

Maintain accurate day-to-day reporting and performance measures for the Integrated Disbursement and Information System (IDIS) electronic reporting system in compliance with federal regulations. Maintain the financial integrity of the IDIS and its support systems, including financial records, payment requests and documentation, pursuant to the national objectives of CDBG. Maintain current certification and training to the IDIS system and to work with the Division Director to affect any system upgrades and general office certification. Monitor the IDIS system for required revisions pursuant to federal directives. Assist the Division Director in monitoring CDBG performance measures for financial reporting and CDBG sub recipients and vendors. Work with City Departments to confirm that IDIS records and the City's financial systems are matching. Provide all relevant information for annual department audits. Prepare weekly bill schedules for accounts payable and work seamlessly between federal IDIS system and municipal Budget Sense accounting system.

Assist the Division Director in the preparation and compilation of the annual One-Year plan ("Annual Plan") and the Consolidated Annual Performance and Evaluation Report (CAPER). Assist the Division Director in daily office and project oversight. Assist in keep paper files in conditions satisfactory to federal monitoring standards,

Assist the Housing Manager in preparation of various closing and legal documents, financial and contractual records. Work with the general public in referrals to information on housing and other public services.

Provide administrative assistance to the Division Director for any other eligible CDBG activities as deemed necessary for federal compliance.

Serve as administrative clerk for Haverhill Historic Commission, Bradford Common Historic District Commission and Washington Street Shoe Historic District Commission.



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **QUALIFICATIONS:**

Associates degree with a minimum of two years office performing difficult administrative support services and computer experience, or equivalent combination of education and experience. Work independently in the absence of supervision. Must demonstrate proficiency in Microsoft Office product and in the use of all office machinery. Must be familiar with computers and possess ability to run other financial software systems or computer applications related to operation of CDBG operations. Must be self-motivated and well organized.

Ability to work effectively with the public in a courteous, efficient, and professional manner. Ability to establish and maintain productive working relationships. Ability to communicate effectively verbally and in writing.

Ability to understand and carry out oral and written instruction. Ability to give oral and written instruction. Ability to maintain professionalism under pressure; manage simultaneous tasks and projects, and to meet multiple deadlines. Ability to learn governmental procedures; ability to learn rules, regulations, policies, and terminology used in public government office environment.

Bilingual (Spanish) a plus.

## **PHYSICAL REQUIREMENTS:**

Position is sedentary in nature. Some physical effort is required to perform duties. Ability to move in and out of offices and buildings. Vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone. In rare situations, flexible workday may exceed more than seven (7) hours. Attendance is mandatory.

Applicants will be required to undergo a pre-employment physical and background check including CORI screening prior to appointment.

## **CLOSING DATE:**

**MONDAY, JANUARY 29, 2018**

## **SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

**"THE CITY OF HAVERHILL IS AN EEO/AA/ADA EMPLOYER."**

## **APPLICATION IS AVAILABLE ONLINE AT:**

**[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2018-002 WHEN APPLYING ONLINE**