

**Assistant to the Federal Aid Coordinator - Office Support Specialist II**

Agency Name:	<b>Dept. of Fish and Game</b>
Official Title:	<b>Office Support Specialist II</b>
Functional Title:	<b>Assistant to the Federal Aid Coordinator</b>
Full-Time or Part-Time:	<b>Full-Time</b>
Salary Range:	<b>\$43,065.62 to \$61,966.32 Annually</b>
Bargaining Unit:	<b>01</b>
Number Of Vacancies:	<b>1</b>
City/Town:	<b>Westborough</b>
Facility Location:	<b>Division of Fisheries and Wildlife Field Headquarters, 1 Rabbit Road, Westboro, MA</b>
Application Deadline:	<b>11-27-2014</b>
Apply Online:	<b>No</b>
Posting ID:	<b>J45025</b>

***This position is funded from the Commonwealth's annual operating budget.***

The Department of Fish and Game, Division of Fisheries and Wildlife seeks qualified applicants for the position of Assistant to the Federal Aid Coordinator (Office Support Specialist II).

The Office Support Specialist II provides assistance to the Federal Aid Coordinator in the management of federally funded grants; responsible for maintaining bookkeeping records for over \$7 million in the federal aid grant programs and the compilation of expenditures for requesting of reimbursable costs. Provides assistance to the Division Finance Officer, Revenue Coordinator, the NHESP Fiscal Program Coordinator, and other program staff as needed.

**Primary Duties:**

Provide assistance to the Federal Aid Coordinator and Federal Aid Fiscal Program Coordinator:

- a. Prepare and maintain financial documentation systems adequate to meet requirements for participation in the Federal Aid in Wildlife and Sportfish Restoration Program, Endangered Species, State Wildlife Grants, and other federally funded grant programs. Review and post costs which are reimbursable through Federal Aid grant programs. Conduct Quality Control reviews of MMARS transactions to ensure DFW is able to maximize reimbursements. Prepare and maintain accurate worksheets of costs eligible for reimbursement and to prepare monthly formalized requests for reimbursement of recoverable costs. Provide up-to-date information pertaining to the status of project funds to ensure the satisfactory completion of project segments through proper funding and/or extensions of project periods.
- b. Assist the in the preparation of grant related correspondence and documents. Maintain federal aid filing system. Process written and electronic correspondences. Maintain up-to-date records necessary for federal aid accounting database. Maintain detailed financial records associated with federal grant programs in both electronic and hard copy formats. Digitize documents associated with legacy grants from federal aid programs.
- c. Assist in preparing grant proposals and grant agreements for submission to the grantor. Assist with the preparation of project performance and financial reports.
- d. Receive and compile performance reports from staff to be reviewed by the Federal Aid Coordinator. Conduct monitoring, data entry, and analysis of performance measures in federal database programs in compliance with federal assistance programs.
- e. Update and maintain Inventory Database. Conduct annual inventory reviews.
- f. Assist with other miscellaneous duties as they relate to grant management.

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Other duties:

- a. Develop annual budgets, monitor and track expenditures for certain DFW programs under the guidance of the Division Chief Financial Officer.
- b. Serve as the centralized contact for procurement requisitions for certain DFW programs under the guidance of the Division Chief Financial Officer.
- c. Provide General Administrative Assistance to the Division Chief Financial Officer and their staff as needed.
- d. Utilize CommBuys to Initiate requisitions, submit Requests for Payment Authorization, and other transactions as deemed necessary.
- e. Receive, evaluate, and prepare invoices for payment.

Serve as an assistant to the License Revenue Supervisor for Field Headquarters Staff:

1. Prepare and conduct weekly deposits
2. Reconcile MassFishHunt and/or other sales reports weekly and perform quality control reviews.
3. Monitor MassFishHunt sales transactions for accuracy, consult with license sales staff, and conduct modifications as needed.
4. Provide training on the proper use of the MassFishHunt system.
5. Maintain regular communication with the License Revenue Supervisor regarding license revenue matters.

Provide backup clerical support for the Hunter Education program during peak enrollment periods. Perform other duties as assigned.

### **MINIMUM ENTRANCE REQUIREMENTS:**

Applicants must have at least (A) three years of full-time, or equivalent part-time, experience in administrative work experience or (B) any equivalent combination of the required experience and the substitutions below:

Substitutions:

- I. An Associate's or higher degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required experience.
- II. An Associate's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.

Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Educational substitutions will only be permitted for a maximum of two years of the required experience.

### **Qualifications Required:**

1. Considerable knowledge of office practices and procedures.
2. Considerable knowledge of bookkeeping and accounting principles.
3. Considerable skill in keeping accounts and preparing financial statements.
4. Considerable skill in technical writing, including proficiency in grammar, spelling, and punctuation, for composing formal letters, grant proposals, electronic communications, and other various office correspondences.
5. Ability to produce financial reports and written documents accurately, completely, and neatly in a timely fashion.
6. Demonstrated capabilities in Microsoft Word, Excel, Access, Powerpoint, and Outlook.
7. Ability to set priorities, to organize time efficiently, and to work independently and at several tasks simultaneously. Strong team and work ethic.
8. Ability to use a variety of web-based database interfaces for Division management activities.

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### **Preferred:**

Understanding of biological processes and environmental science as they relate to the management of fish and wildlife resources.

Knowledge of the types and uses of agency forms; proper telephone procedures for making and receiving agency calls, state bookkeeping and budgetary procedures including terminology and abbreviations.

Knowledge of the state accounting system (MMARS).

**How To Apply:** Interested persons should respond in writing, accompanied by a resume, cover letter, and a Commonwealth of Massachusetts Application for Employment, no later than 5:00 p.m. on the closing date to:

Johanna Zabriskie, Director of Human Resources  
Department of Fish and Game, 251 Causeway Street, Suite 400  
Boston, MA 02114

Resumes will not be considered without an application. Applications are available on the Department of Fish and Game website at [mass.gov/DFG](http://mass.gov/DFG) under Employment Opportunities. You may also request an application be sent to you. Please reference the Posting ID on all correspondence. Please submit a separate resume and cover letter if applying for multiple job postings.

The Department of Fish and Game, is an affirmative action employer. This document is available in other formats to accommodate the needs of individuals with disabilities.

**Agency Web Address:** [mass.gov/dfg](http://mass.gov/dfg)

The Commonwealth acts in good faith to affirmatively recruit a diverse population. If you wish to self-identify, please click on the links below. Completing this form is voluntary. If you choose to self-identify, please note that all Affirmative Action and Disability data is kept in a confidential file.

**Link to Disability Form (return this form to the ADA Coordinator listed below)**

<http://www.mass.gov/anf/docs/hrd/odeo/veterans/disabled-veteran-applicant-self-id-form.doc>

**Link to the Veterans Forms (return this form to the Diversity Officer listed below)**

<http://www.mass.gov/anf/docs/hrd/odeo/veterans/gender-race-veteran-applicant-self-id-form.doc>

**Diversity Officer/ADA Coordinator:** Johanna Zabriskie, 617-626-1599

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.