



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: Program Monitor

Department: Economic and Community Development	Status: Permanent
Annual Salary: \$39,137	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com

CLOSING DATE:

Until Filled

Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2038/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.
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ESSENTIAL JOB FUNCTIONS: The Program Monitor is responsible for monitoring the financial aspects of community development programs and projects to ensure compliance with applicable, local and federal regulations. The Program Monitor monitors grant revenue and expenditures, reconciles transactions to grant disbursement and bank records and assists with project-based time sheets and cost allocation among applicable grants. The Program Monitor also assists with accounts payable activities, calculates and prepares reimbursements, tracks receivables, prepares financials for annual audits and all other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Equivalent to a four-year college degree, plus two years of related experience and/or training, or equivalent combination of education and experience. Must have a broad knowledge of such fields as accounting, business administration, finance, etc.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.