



Hispanic Unity of Florida Job Description

Job Title: Program Operation Specialist – Program Assistant
Department: Education
Reports To: Director of Education
Classification: Non-Exempt- Full-Time Employee
Work Location: Hybrid
Dated Released: April 2024

CHANGE LIVES AND MAKE A DIFFERENCE!

At Hispanic Unity of Florida (HUF), we change lives daily – in small and big ways. You have chosen to join an exceptional organization that works tirelessly to ensure everyone is empowered to live their American dream.

It is imperative that all employees share the HUF values, which serve as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to integrity, transparency, respect, dignity, accountability, diversity, cultural awareness, commitment to excellence, collaboration, *and teamwork*.

Job Summary:

The Finance Specialist – Education will lead quality control/compliance and program utilization support to the Unity 4Teens (U4T) integrated programs and maintain multiple database systems for multiple school sites and funders. The Finance Specialist – Education will support the HUF Education Programs, primarily the Youth FORCE Program, alongside the Program Manager, the Director of Education, and the Senior Grant Operations Manager. This position oversees all database systems with their counterparts (other PAs). It accurately reports funder and HUF requirements, including, but not limited to, database/matrix/ utilization, attendance, registration, time records, position management, and proper administration documentation as required by Funder/Finance/Human Resources of U4T.

Supervisory Responsibilities: None

Essential Duties and Responsibilities:

- Conducts monthly reviews of files, attendance sheets, and flex funds documentation for quality assurance and compliance.
- Data entry and report generation through the program's database systems. (SAMIS and/or others), as needed.
- Administers the SAMIS system for the Education Direct Service Team, including creating new users and removing them as needed based on the required HUF procedures and updating SAMIS positions monthly with Program Assistants.
- Collaborates with HUF Education Program Assistants, Senior Grant Operation Manager, and school site staff to plan, coordinate, and train program assistants, as needed, on regular School activities and Summer Programs within set deadlines.
- Use the SAGE system to run General Ledger reports for Education programs.
- Supports the preparation of invoice processes and reviews accuracy before submission to workflow reviewers and funder(s).

- Collects and secures appropriate documentation during the onboarding process; maintains employee files up to date as HR requires.
- Collects timesheet(s) from the schools for approval by the Program Manager; cross-checks time reported with staff schedules; reports discrepancies/concerns to the Program Manager; submit to Unity 4Teens—Youth FORCE Program Manager and Grant Operation Manager for approval and/or action by the deadline.
- Prepares and processes purchase order requests, field trip requests, and any other program-related activities and events according to program budgets while ensuring the following of internal control processes.
- Prepares and updates templates for required budgets, modifications, and projections in Excel and other funder systems, including, but not limited to, SAMIS (and Unit cost Contracts), under the guidance of the Senior Grant Operation Manager and/or other Program Managers or the Director of Education.
- Works closely with the Senior Grant Operation Manager on Unity 4Teens (U4T) integrated programs budgets, Budget to Actuals reports, and any necessary/required adjustments/revisions/amendments. Prepares audits as instructed, with appropriate approvals and required funder reporting/matrix.
- Creates needed program materials, including program flyers, schedules, calendars, and spreadsheets.
- Performs clerical duties, such as copying, faxing, scanning, and filing as needed.
- Performs other duties as needed by the VP of Programs, Director of Education, Program Manager, and Senior Grant Operation Manager.
- Some weekends and after-hours may be required (will be notified).

Qualifications and Job Requirements:

- The candidate must be fluent in English (written and spoken) and possess strong communication, organizational, and problem-solving skills. They must also pay attention to detail and be able to prioritize multiple tasks.
- Bilingual skills are a plus (English/Spanish).
- Minimum 1 year experience working in Finance related area.
- Demonstrated ability to work effectively with diverse families and communities.
- Ethics—Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethics; upholds organizational values.
- Ability to work effectively in a team environment, positive attitude, and handling of sensitive and confidential information with maximum discretion.
- Dependability and Accountability—Follows instructions and responds to management direction with respect; completes tasks on time or notifies the appropriate person with an alternate plan.
- Proficiency in Word, Excel, Outlook and PowerPoint
- Ability to travel independently with possession of a valid Florida driver's license and insurance. (Proof Required).
- All candidates must pass a level 2 background check.

Education and Experience:

A minimum of an associate degree in business or a related field. A High school diploma will be considered, along with a minimum of three years of administrative support experience, strong organizational skills, attention to detail, and the ability to work independently.

Working Environment:

The work for this position may be done remotely or in an office or shared space. Space and shared space, as well as noise level, are factors. The remote office should be held to the same private and confidential standards. The person must be able to travel back and forth from HUF locations and home as needed.

Employees who are eligible to work hybrid are responsible for adhering to the agreed upon schedule dictated by their immediate supervisor.

Physical Requirements:

- Prolonged periods are sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employees Signature _____ Date: _____

Manager Signature _____ Date: _____

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.