



Alameda County Public Health Department
Celebrating Healthy People in Healthy Communities

PROGRAM FINANCIAL SPECIALIST

HOW TO APPLY

An Alameda County Application is required to be considered for this recruitment.

Please email a county application, cover letter and resume to:

phab@acgov.org

with subject line:
Program Financial Specialist

The application template is available online:
www.jobapscloud.com/alameda

NEW USERS can click on “New User Registration” to fill out an application template. Once completed, candidates can click on the “Review” tab to “Print My Application”. Please save a PDF version of the application and email to the address above.

[COVID-19 Homepage](#)

Help Us Fight COVID-19!

The **COVID Mitigation & Prevention Division** is recruiting to fill a **temporary PROGRAM FINANCIAL SPECIALIST** position.

\$35.77 - \$52.79 Hourly



ALAMEDA COUNTY
Human Resource Services

TEMPORARY ASSIGNMENT POOL (TAP)

Click above to learn more about TAP.

*** Temporary Assignments:** *Assignments vary in duration depending on the needs of the department. An assignment may end at any time. To obtain a regular position, the appointee will need to compete successfully in a County Exam.*

**Assignments are expected to last approximately 12 months to 18 months depending on the need of the department.*

For consideration, please submit a county application to:

phab@acgov.org



Program Financial Specialist

(Click above for comprehensive job description. *Temporary employees are not entitled to full County benefits.*)

MINIMUM QUALIFICATIONS

EDUCATION:

The equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, a social science or a field related to the program area to which assigned.

(Additional experience as outlined below may be substituted for the education on a year-for-year basis.)

AND, EXPERIENCE:

The equivalent to three years of full-time, professional-level or supervisory work in the direct delivery of services to clients or the oversight of such services in the program area to which assigned, one year of which must have included program planning and evaluation, or in program administration, grants management or similar financial services.

(Possession of a Master's degree in business, public administration, social science or a related field to the program area to which assigned from an accredited college or university, may be substituted for two years of the required experience.)

EXAMPLE OF DUTIES:

The following statements reflect the general duties considered necessary in order to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

- Monitors the programmatic activities of community contractors.
- Assists the COVID Director and Deputy Director in award, renewal, maintenance and monitoring of sub-contracts in the areas of CI/CT, testing, vaccinations, and community engagement.
- Assists in negotiating programmatic agreements with Federal, governmental, and private funding sources, and in monitoring program compliance with applicable regulations.
- Assists in developing, implementing, and monitoring program policies and procedures.
- Serves as the System Administrator for the management information systems relevant to each program which entails system design, data collection and analysis as well as trouble shooting.
- Prepares and submits progress reports to funders.
- Provides supervision to ancillary Program staff if and as needed.
- Coordinates and monitors the fiscal activities of approximately three funding sources.
- Assists in negotiating fiscal agreements with Federal, governmental, and private funding sources, and in monitoring program compliance with applicable regulations.
- Participates in funding identification and development, proposal preparation and submission, if and as needed.
- Prepares and submits interim and year end financial reports to funders.
- Prepares annual maintenance of effort budgets, as well as develops and maintains generally accepted accounting controls in concert with those of the Public Health Department's Finance and Administration Unit.
- Reviews budgets, fiscal reports, and assembles report packages for submission to the State or the Federal government by the mandated deadline.
- Reviews and prepares invoices for submission to the State or the Federal government by the mandated deadline.
- Maintains files and records and prepares and submits financial reports; answers questions and provides information during monitoring and auditing processes.
- Performs other related work as required.

Alameda County Health Care Services Agency is enriched with a diverse workforce. We believe the best way to deliver optimal programs and services to our communities is to hire and promote talents that are representative of the communities we serve.