



**MONITORING COORDINATOR**  
**(Fiscal and Contract Compliance)**

\*\*\*Job Announcement\*\*\*

The Fresno Regional Workforce Development Board (FRWDB) is seeking a **Monitoring Coordinator** to join its dynamic team. Under the general direction of the Monitoring Manager, the **Monitoring Coordinator** independently performs fiscal and programmatic monitoring of program/contractual activities of the organization. This position investigates, evaluates, reports, and provides general oversight of Workforce Innovation and Opportunity Act (WIOA) sub-recipients and any other special grants, to ensure compliance with federal, state, and local regulations.

The FRWDB is a Joint Powers Authority between the City and County of Fresno, with a business-led model to help local organizations meet their workforce needs. If you are an experienced monitoring professional with the desire to apply your knowledge, skills, and abilities in a highly strategic fiscal department, please join us for an excellent opportunity to make Fresno County a strong vital place to live and work.

**Essential Duties include (but are not limited to):**

- Monitor sub-recipients, ensure contract compliance, fiscal and program effectiveness, and adherence to WIOA regulations.
- Collect and analyze data from each monitoring activity, to perform root cause analysis on major fiscal and program non-conformance areas.
- Provide factual and constructive feedback to sub-recipients on fiscal and program issues or findings and works proactively with FRWDB operations staff and sub-recipients in helping resolve discrepancies.
- Monitor local eligible Training Providers for compliance to federal, state, and local regulations to resolve any non-compliance issues or concerns.
- Monitor sub-recipients to effective control and account of all funds, property, and other assets.

**The ideal candidate will possess these qualifications:**

- Bachelors from accredited four (4) year college or university in Accounting, Business Administration, or related field.
- Four (4) years direct experience performing Accounting and/or Monitoring position preferred.
- Knowledge of funding statutes, regulations, federal, state, county and local governments policies and procedures
- Knowledge of financial and accounting principles (GAAP), practices and methods, and tracking.
- The ability to quickly assess divergent accounting systems.
- Strong analytical abilities, oral and written communication skills, initiative, as well as excellent time management skills.
- The ability to consider multiple options, perspectives, and possible solutions to challenges, and make recommendations.
- Strong interpersonal and communication skills
- Ability to effectively work under pressure, use independent judgment, obtain quality results.
- Have excellent project management and time management skills
- Maintains a strong focus on accuracy and quality, in support of the agency's public image.
- Ability to interpret quantitative and qualitative analysis, retain and apply WIOA regulations, and evaluate both program and accounting problems.

**Excellent benefits package, including optional alternative work schedule, 100% paid health and life insurance for the employee, 80% paid health insurance for dependents. Company paid retirement plan with a 7% company contribution, and competitive salary DOE in the range of \$52,333 - \$58,668.**

Please apply by forwarding your resume and cover letter to [HR@workforce-connection.com](mailto:HR@workforce-connection.com). EOE.