



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Program Assistant**

Department: **Administration**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Director of Administration**

Revised: **March 2024**

POSITION SUMMARY:

The Program Assistant supports contract compliance, program and budget monitoring and communications. This position provides responsive customer service to program partners, clerical assistance, office support and accurate program and budget information to MHB staff.

ESSENTIAL FUNCTIONS:

1. Contract Compliance
 - Reconciles receipts for grant expenditures with financial reports
 - Maintains logs for receipts, invoices, and related items
 - Manually posts transactions to appropriate contracts
 - Prepares summary reports of account activities
 - Provides administrative and clerical support related to generating and maintaining files for contract compliance
 - Tracks supporting documentation and provides a monthly status report
2. Program and Budget Monitoring
 - Tracks reporting requirements and deadlines across MHB programs and initiatives
 - Reviews programmatic and financial reports for compliance with external funding requirements
 - Assists with providing data for internal and external financial reports
 - Tracks and records expenditures in shared working documents and databases
 - Processes invoices and payment requests as needed
3. Communications
 - Handles inquiries from contracted partners
 - Maintains and updates contact database and distribution lists
 - Assists with providing information for internal and external programmatic reports
4. Other duties as assigned by management

QUALIFICATIONS:

1. High School Diploma or GED and at least two years of work experience
2. Requires attention to detail and commitment to accuracy
3. Ability to effectively solve problems
4. Proficient in computer software e.g., Microsoft Suite (Word, Excel, PowerPoint), Google products, and Outlook email/calendar. Preference for proficiency in Microsoft Excel
5. History of working cooperatively and effectively with co-workers and the public. Ability to work within a team, as well as complete projects independently in a timely manner.
6. Strong written and verbal communication skills
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose
11. Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures, and standards to specific situations

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____