



New Jersey Economic Development Authority

Job ID: 2023-1965
Job Title: Program Officer – Federal Program Compliance
Grade Level: H15
Salary Range: \$65,484 - \$81,855
Open Date: 07/07/2023
Close Date: 07/31/2023

Job Summary

This federally funded assignment is responsible for assisting in the Hurricane Sandy CDBG disaster recovery funded Energy Resilience Bank program, ARP/SLFRF, and other federally funded programs.

Responsible for the distribution and completeness of processing applications and closing & disbursement activity based on program rules & regulations. The Program Officer may also monitor relationships and reporting requirements. The Program Officer must be expert in all related programs to ensure that all activities associated with the management and processing are in compliance with all Federal and State regulations and the specific policies developed by the NJEDA for the implementation and management of the ERB and programs created with federal funds.

Essential Duties and Responsibilities:

- Actively manages project pipelines through ongoing contact with applicants, consultants, program funding partners, Program manager, and internal EDA department staff, as applicable.
- Reviews completed assignments for accuracy.
- Ensures all Federal Program Compliance and NJEDA policy and procedures have been followed.
- Ensures the completion of applications and supporting documentation provided is based on all the rules and regulations of the programs. Includes applications completeness, project eligibility and national objective requirements.
- Ensures applicant eligibility requirements. Identifies missing or incorrect information and follows-up with the applicant to obtain any additional information necessary to complete the review.
- Responsible for managing project information through the management system software (Salesforce and CRM) and external file transfer system (Shapefile), building project and program files, and ensuring all detailed documentation is provided and in order. Conducts onsite visits to validate information when necessary.
- Coordinates with EDA's Closing Services department, outside Counsel, DAG, and project applicant on project financial closings and drafts project specific appendices for the financial agreements and reviews documents for accuracy and completeness.
- Coordinates with other departments and ensures timely, complete inspections for construction-based projects.
- Ensures complete and thorough review of submitted costs, invoices, payroll records, processed checks, credit card and bank statements, receipts and verifies accuracy and cost reasonableness.
- Assists in the completion of federally required monthly and quarterly program reports.
- Identifies opportunities for improvement and works with peers to implement process improvements, tracks open items through final resolution, and manages reporting of program status, transactions, and statistics.
- Responsible for reporting progress and updates on projects on an on-going and as-needed basis.

- Stays up to date on changes in processes or regulation changes/updates.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers.
- Must complete annual and semiannual self-assessment as required.
- Performs other duties and special projects, as assigned.

Skills and Abilities

- Excellent customer service and interpersonal skills
- Ability to handle difficult situations and customers
- Ability to understand cost reasonableness
- Ability to prepare detailed reports & correspondence, maintain files & records
- Ability to analyze data and track a project budget
- Ability to understand and communicate complex program rules & requirements
- Knowledge of accounting principles, ability to understand and interpret business financial statements, payroll records, invoices, receipts, etc., and proficiency in reviewing and processing payment applications
- Strong analytical, technical and organizational skills with the ability to work independently and follow projects through to completion
- Ability to work effectively as part of a cross-functional team
- Familiarity with ARP/SLFRF regulations preferred
- Ability to understand and learn details of a highly regulated environment in order to meet all requirements for compliance
- Ability to communicate effectively both verbally and in writing and foster communications with business professionals and EDA staff; proficient in grammar, spelling and editing;
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.

Qualifications

Education and Experience Requirements

- Bachelor's degree in Business, Accounting, Finance, Engineering, Planning, Environmental Studies, or other related fields, and/or equivalent experience
- Minimum five years of experience in business, accounting, finance, economic or community development, energy development, or similar professional experience
- 5+ years experience with federal regulations or similar, specifically federally funded construction projects
- 5+ years of customer service and/or work with public sector organizations preferred

Advanced degree or industry specific certification may be substituted for 1 year of experience

Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- **License:** Staff are required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer
NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the "New Jersey First Act" which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
- Must review the required NJEDA Ethics Guidelines.
 - Those guidelines can be found here:
 - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
 - https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf

HOW TO APPLY:

In order to be considered, interested applications **MUST** submit their resume online through our applicant tracking system.

<https://careers-njeda.icims.com/jobs/1965/program-officer--federal-program-compliance>

For general recruitment inquiries, please email us at NJSAME@NJEDA.GOV

Visit us online at <https://www.njeda.gov>