



*Jobs and Involvement
in
America's Communities*

Position: Compliance and Data Validation Analyst

Type of Position: Part-Time Temporary Position

Employer: Senior Service America, Inc.

Location: Silver Spring, Maryland

Date Posted: March 29, 2016

Salary: \$28.00 per hr.-29 hours weekly

Senior Service America, Inc. (SSAI) is a non-profit organization that provides civic engagement and employment opportunities for adults over the age of 55 who wish to reenter the workforce. SSAI is a dynamic work environment where its every day efforts help more vulnerable seniors get the help they need. Visit our website at www.seniorserviceamerica.org.

Overview of the Position:

- Will use source documentation to verify compliance with federal definitions and data collection requirements.
- Will use Department of Labor and SSAI protocols and handbooks and tools as guides to completed assigned work
- Will prepare copies of documents reviewed and packets for data entry.
- Maintain participant/client confidentially.

Required Knowledge, Skills and Abilities:

- BA or BS degree preferred.
- Strong written, verbal and interpersonal skills.
- Strong attention to detail and accuracy balanced with the desire to hit deadlines.
- Ability to organize manage and control work flow; and meet deadlines.

- Ability to work independently and as a member of a team.

Minimum Requirements:

- Experience in using MS Excel including proven ability to design and develop reports.
- Proven ability to perform difficult analytical tasks with minimum supervision.
- Advance computer skills and knowledge.
- Strong written, verbal and interpersonal skills.

Compensation:

SSAI offers a competitive salary. This is a temporary part time position for 29 hours per week. The compensation for this position is \$28.00 per hour.

How to Apply:

To apply, please e-mail your resume with a cover letter **AND** a statement which details your experience as it pertains to the Knowledge, Skills and Abilities (KSA's) section listed above to e-mail address listed below. For more information about Senior Service America or the Senior Community Service Employment Program, please visit www.seniorserviceamerica.org.

Incomplete packages will **NOT** receive further consideration. Principals only.

Contact Information:

humanresources@ssa-i.org

Human Resources, Senior Service America, Inc.

8403 Colesville Road, Suite 1200, Silver Spring, Maryland 20910

Senior Service America, Inc. is an Affirmative Action/Equal Opportunity Employer.
Women and members of minority groups are encouraged