



OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

Slot NO. SSAI-NVF-0165

Ann Arbor, MI

Fees Compliance Auditor

Senior Service America, Inc. is recruiting for a Fees Compliance Auditor to work in the Senior Environmental Employment (SEE) Program (55 or older) at the US EPA Laboratory in Ann Arbor, MI.

Roles and Responsibilities: Supporting oversight of the entire fees process to ensure the collection and accurate recordkeeping of all certification fees received by the Compliance Division:

- Retrieving, evaluating, recording, and auditing all of the fee payments and fees communications on a daily basis from several different information streams.
- Auditing Fees system notifications that were sent to manufactures to confirm the amount of fees received and communicate whether the amount received was correct for the certification category.
- Assessing fee payment inquiries, researching the certificate application and associated fee, evaluating the information available, and developing a strategy for responding, and effectively communicating the response-- may include researching payments that were not received, and communicating with banks, the US Treasury and/or manufacturers' representatives.
- Monitoring changes to the various databases and systems that are used in the fees process, including, but not limited to: Pay.gov, the US Treasury, and the EPA's Compass Data Warehouse.
- Analyzing the fees process; advising the Fees Team of any fee payment issues, and recommending courses of action that would make the process more efficient and effective.

Qualifications: Must be able to pass a Federal Background check; Age 55+; possession of a BA/BS degree in Business Administration, Accounting or related field; Must possess an in-depth knowledge acquired through education and extensive experience in the field of business administration with specific expertise in accounting, as well as comprehensive knowledge of the fees regulations and familiarity with databases such as the Compass Data Warehouse and Pay.gov; skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook; highly proficient in oral and written communication; excellent organizational skills.

Hours & Compensation: Full and part time opportunities are available. Full-Time position working 40 hours per week @ \$21,424 year (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply - E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type Fees Compliance Auditor.