



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Ann Arbor, MI

SSAI-NVF-0168

Financial Support Specialist

Senior Service America, Inc. is recruiting for a Financial Support Specialist position in the Senior Environmental Employment (SEE) Program (55 years of age or older) at the U.S. Environmental Protection Agency (EPA) facility in Ann Arbor, MI.

Role and Responsibilities: Providing financial and administrative support to EPA staff, including:

- Develop an in-depth understanding of EPA's budget and financial systems and applications used to support the budget and accounting processes.
- Run weekly financial and status of funds accrual reports.
- Clear aged open commitments and obligations for residual balances.
- Create workaround procedures when standard procedures have failed and ensure financial accounting issues are resolved in a timely fashion.
- Track and manage resolution of more complex financial issues escalating or seeking assistance as needed within the administrative support team.
- Work effectively and professionally with staff to resolve financial accounting issues.
- Analyzes data from a wide variety of internal and external sources for complying with financial, legal and/or administrative requirements in accordance with division policies and guidelines.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; College degree in Business, Accounting or Finance or equivalent practical experience; minimum of 5 years' experience in accounting or related field; knowledge of office procedures and equipment; highly skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook.

Hours & Compensation: Wage rate - \$10.30 per hour. Full-Time position working up to 40 hours per week @ \$21,424 year, plus benefits including employer paid health insurance and generous vacation/sick/holiday leave.

To Apply - E-mail resume to: seepmi@ssa-i.org In the Subject Line of email, please type *Financial Support Specialist*.