JOB ANNOUNCEMENT
Closing date: Once a sufficient number of qualified candidates have been received

POSITION TITLE : Reports & Documentation Supervisor
DEPARTMENT : Energy and Environmental Services (EES)
REPORTS TO : Program Manager, LIHEAP/LIWP; EES Director
WORK LOCATION : 1055 Wilshire Blvd., Suite 900E, LA, CA 90017
EMPLOYMENT STATUS : Exempt

I. PROGRAM SUMMARY:
PACE Energy and Environmental Services (EES) Department provides Home Energy Assistance, Weatherization and other services to low-income residents of the greater Los Angeles area. These programs provide utility bill assistance and install measures to help improve the energy efficiency, safety and comfort of eligible homes or apartment renters. The qualified employee will be hired under a contract between PACE and the State of California Department of Community Services and Development (CSD) to implement programs of Low Income Home Energy Assistance Program (LIHEAP) and Department of Energy - Weatherization Assistance Program (DOE- WAP).

II. SUMMARY OF DUTIES:
This highly organized individual shall manage program data, compile monthly reports and supervise the day to day performance of the Reports and Documentation Section. S/he will supervise and monitor the quality of all data entry process, resolve data integrity issues, reconcile field reports with various inventory staff and work closely with Finance staff to ensure that all required documentation and reports are compiled, processed, analyzed and submitted in a timely manner.

III. POSITION RESPONSIBILITIES & DUTIES:
The Reports & Documentation Supervisor- Reports and Documentation will work closely with the Department Director, Program/Production & Installation Manager and PACE Finance Officer/s to manage and coordinate the daily activities of the Reports and Documentation Section, to ensure that data/information transferred into ServTraq/EARS is accurate and regular and special program reports are submitted in a timely manner.

Specifically, the Reports & Documentation Supervisor- Reports and Documentation will:
1. Oversee and supervise the activities performed by the Section staff to ensure that work activities are carried out in the prescribed manner and targets are met per set deadlines;
2. Work closely with Senior Inventory Specialist and Program Specialist to ensure per dwelling field reports are reconciled to daily usage reports
3. Track and monitor crew labor costs, to ensure that those costs are being reported accurately.
4. Coordinate closely with Finance Officer/s to reconcile program financial reports;
5. Ensure completeness and accuracy of required documents in client files such as client eligibility requirements, assessment/inspection field reports, invoices, permits/inspections, job sheet detail reports and other necessary supporting documents and ensure compliance to confidentiality agreement to protect client confidentiality;
6. Generate demographics, material usages and monthly physical reports on a monthly basis from spreadsheets and from in house database programs and submit these for review to EES Director/ Program/Production & Installation Manager in a timely manner;
7. Take the lead role in the daily processing functions such as: data entry, generating various reports, completing files, attending to walk in clients, etc.
8. Coordinate/supervise the daily scheduling of installation/production crew and provide necessary paperwork relative to identified/scheduled unit/s, buildings or residences;
9. Provide other necessary support functions as may be required from time to time.
IV. QUALIFICATIONS, EXPERIENCES & SKILLS:
1. Associate’s Degree required; Bachelor’s degree preferred from an accredited college, preferably in Accounting. A minimum of two (2) years related experience can be applied in lieu of an AA degree;
2. A minimum of one year experience in preparing monthly CSD EARS reports, and the processing, review and data entry into ServTraq as well as reconciling financial reports may be applied in lieu of supervisory experience;
3. Ability to recommend new processes, develop policies and procedures and implementation to ensure compliance and efficiency in data entry and preparation of required reports for submission in a timely manner;
4. Ability to manage a steady workflow to meet program obligations;
5. Has extensive knowledge of weatherization program guidelines and concepts and capability to apply these policies and guidelines in reports and documentation preparation and submission;
6. Has a methodical mind that enables him/her to accurately input and process program data into ServTraq and transfer the same into the EAR System and submit required reports in a timely manner;
7. Highly organized, able to multi-task and can work independently without supervision;
8. Ability to work well with others in a team leader or team member capacity;
9. Excellent communication skills (oral and written) as well as proficiency with Microsoft Office and other computer programs.
10. Self motivated, independent and driven;
11. Exceptional customer service background and mind-set;
12. Able to work flexible hours.

V. SPECIAL REQUIREMENTS:
Candidate must pass employment background verification and a pre-employment physical/medical examination that includes drug and alcohol testing to be offered this position. S/he must have a reliable automobile and adequate insurance coverage throughout employment with the program. S/he must possess a valid California driver’s license with a good driving record.

VI. PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is regularly required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

VII. COMPENSATION: Depending on experience plus generous fringe benefits.

VIII. APPLICATION PROCEDURE:
1. Interested applicants should submit a cover letter and resume to PACE Human Resource Department via: E-mail paceadmin@pacela.org
   Regular mail 1055 Wilshire Blvd. Suite 1475, Los Angeles CA 90017
   Online www.pacela.org
2. Applicants called for interview must complete a PACE application form. Resumes are not accepted in lieu of PACE’s application form. Faxed applications are also not acceptable. Interested individuals may obtain an application from PACE Human Resource Department.

PACE is an equal opportunity and affirmative action employer. PACE does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.