



468 New Market Boulevard Boone North Carolina 28607

Title: Aging Programs Compliance Officer

Type of Position: Full Time/Regular

Department: Area Agency on Aging

Revised: July 2018

General Statement of Duties: The Compliance Officer is responsible for financial and compliance related duties for the Area Agency on Aging (AAA). Primary duties include managing and maintaining the Aging Resources Management System (ARMS), monitoring the services provided by the AAA's contracted service providers, managing the bookkeeping for the High Country Caregiver Foundation (HCCGF) which is the AAA's sister non-profit and carries out the functions of the Family Caregiver Support Program (FCSP). Work is performed under the general supervision of the AAA Director and requires a close working relationship with the Family Caregiver Specialist, Caregiver Programs Coordinator, and the High Country Council of Governments (HCCOG) Finance Officer.

Essential Duties and Responsibilities:

- Manages and maintains the AAA reimbursements via the Aging Resource Management System (ARMS)
- Downloads, evaluates, and distributes monthly ARMS reports
- Works with AAA Director and HCCOG Finance Officer on managing internal AAA finance reports via SmartFusion software system
- Provides fiscal and programmatic technical assistance to service providers
- Oversees provider budgets and updates them in ARMS as needed
- Ensures service providers' compliance with state regulations by serving as lead monitor
- Works with providers to resolve compliance issues by writing reports on any findings and corrective measures required, preparing assessment letters outlining corrective actions plans, and following up on the implementation of corrective action plans
- Manages HCCGF bookkeeping; Makes HCCGF deposits as needed
- Enters HCCGF/FCSP units into ARMS monthly
- Assists the AAA Director as needed with the Home and Community Care Block Grant process
- Provides information and assistance to the public
- Attends Aging Specialists Meeting, held in various parts of North Carolina
- Assists and contributes to the additional needs of the AAA as they develop

Physical Requirements: Must be able to physically perform the basic operational skills of talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly, and lift, carry, push, pull or otherwise move objects. Must possess the visual acuity to prepare data and statistics, to read extensively, and to operate a computer.

Special Requirements: Must possess a valid North Carolina driver's license. Occasional travel is required outside the region; regular travel required within the seven county High Country region.

Education, Experience, and Desired Skills: Bachelor's degree from an accredited college or university and experience in compliance and bookkeeping. Ideal candidate will be organized, able to multi-task, and have the ability to quickly learn and navigate new computer software programs.

The High Country Area Agency on Aging is a department of the High Country Council of Governments (HCCOG). HCCOG is an equal opportunity employer.