



Job Description

Requisition Title WEATHERIZATION ASST PROGRAM ANALYST.5004300

Primary Location UNITED STATES OF AMERICA-TEXAS

Work Locations:

Organization HS-TX WEATHERIZATION ASST PR

Brief Description

Acts as a specialist for the Weatherization Assistant Program in conducting analysis of annual program contracts, tracking expenses, payments and reviewing justification of costs.

Detailed Description

Conducts analysis of multiple weatherization contracts, provides contract increments, replacements and renewals Performs budget analysis to track expenses and create financial reports for various grants and vendors Provide lead support to distribute work assignments review general ledger and submit monthly grantor reports generated by staff. Identify and reconcile deficiencies to ensure grantor compliance and create monthly reconciliation reports to be submitted to the Director Provide bond analysis and grant allocations for multiple vendors and grants. Performs other duties as assigned.

Additional Details

An extensive pre-employment background investigation will be conducted on all applicants who have been offered a position with Dallas County. The hiring process involves successful completion of each step. The steps include: Criminal History Review, Traffic Violations Record, Review of Personal History Statement and Documents, Physical Examination, and Background Investigation. Dallas County is an Equal Employment Opportunity Employer. AmeriCorps, Peace Corps, National Service Alumni volunteers, and persons with a criminal background are encouraged to apply.

Minimum Salary: 4713.91

Maximum Salary: 5883.31

Currency: **US Dollar (USD)**

Requisition ID 004142