

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Business Services - Program Administrator

QUALIFICATIONS:

- A. Bachelor's degree in Accounting, Business Administration, or related field. Advanced degree and/or CPA or in process of securing an advanced degree preferred.
- B. Minimum of five (5) years' experience in a business or financial setting and three (3) years of supervisory experience required.
- C. Ten (10) years of accounting experience with at least five (5) years of supervisory experience will be considered in lieu of education requirement.
- D. Experience with budgeting, fund accounting, internal control, and auditing procedures.
- E. Experience with federal and state grant management, budgetary analysis and projections, compliance, and reporting.
- F. Proficiency with accounting software and Microsoft Office applications including Excel, Word and Outlook.
- G. Ability to effectively listen and communicate verbally and in writing with management, department and program staff, and external contacts.
- H. Ability to supervise assigned staff and work effectively and cooperatively with other program personnel.
- I. Ability to work independently and coordinate a high level of activity under a variety of conditions and restraints.
- J. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Chief Financial Officer – Office of Business Services

SUPERVISES:

Business Services accounting and support staff as assigned.

POSITION GOAL:

Manage and maintain a sound budgetary accounting system and work collaboratively with the Chief Financial Officer to develop, implement, and monitor short- and long-range plans and objectives for the Office of Business Services working within the organizational goals of the Berks County Intermediate Unit.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Supervise and monitor assigned Business Services staff including:
 - a. Planning, coordinating, and appraising staff members' assigned daily activities.
 - b. Establishing goals and performance criteria and evaluating staff.
 - c. Coaching, counseling, disciplining, and developing staff.

- B. Manage assigned state and federal grants and proprietary programs by:
- a. Preparing, monitoring, revising, and closing budgets for existing or new programs and assisting with grant proposals in compliance with Generally Accepted Accounting Principles, the Pennsylvania Department of Education State Accounting Code, and applicable grant/program guidelines.
 - b. Regularly reviewing, analyzing, and projecting grant activity and communicating status of budgets with program staff.
 - c. Completing monthly, quarterly, annual, and final financial reports as required by set due dates ensuring accuracy and timeliness of reports.
 - d. Approving expenditures and initiating revenue invoices as required.
- C. Contribute to annual audits and periodic grant monitoring by preparing necessary schedules, reports, and support documentation as required.
- D. Contribute to reporting requirements including the Annual Financial Report, the Intermediate Unit Transparency Report, and any BCIU informational reports.
- E. Prepare special projects, budgets, analyses, and unit cost calculations for program directors.
- F. Perform other job-related duties as required or assigned by the Chief Financial Officer.

TERM OF EMPLOYMENT:

Exempt, Full-Time, Twelve months/year. Salary established by the Intermediate Unit Board of Directors per the Compensation and Benefits Plan for Middle Management staff, SRI 25.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: September 30, 2025
October 23, 2024

CC: Employee File