

**Grant Compliance Supervisor  
New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: Finance**

**TITLE:** Grant Compliance Supervisor

**QUALIFICATIONS:**

1. Bachelor's degree in Accounting, Business, or Finance required.
2. Extensive knowledge required in the following areas: Generally Accepted Accounting Principles, spreadsheet programs and accounting software.
3. Three to five years of experience in governmental finance and/or budget analysis, auditing, or a related field required.

**REPORTS TO:** Chief Financial Officer (CFO)

**JOB GOAL:** To coordinate grant budget development, monitoring and reporting; provide oversight for grant accounting and supervise Grant Specialists.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Oversee the budget development process for all grants in coordination with program directors.
3. Monitor grant expenditures to ensure compliance with established policies, procedures, and budget limitations.
4. Monitor grant revenue, manage carryover and monitor reversion dates.
5. Prepare budget transfers and amendments as needed.
6. Coordinate financial reporting required by grantors and coordinate federal audits.
7. Provide training for program staff and advise principals and program directors on general fiscal and budgetary matters throughout the year.
8. Provide budget support for all funding sources as needed.

*Revised 5/4/2021*

9. Assist CFO in the coordination of the annual budget development process.
10. Supervise work of Grant Specialists.
11. Perform additional duties and special projects as assigned by the CFO.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** Central Office Administrator II

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.