

**Grant Specialist
New Hanover County Schools**

Job Description

Class: Classified
Division: Finance

TITLE: Grant Specialist

QUALIFICATIONS:

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

REPORTS TO: Grant Compliance Supervisor

JOB GOAL: To provide technical assistance and program support in the preparation, coordination and monitoring of grants and general budget support for all funding sources.

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. Prepare monthly, quarterly and annual reports as assigned.
3. Provide support in the preparation and processing of assigned federal program planning budgets, and process approved budget transfers and amendments in the Federal Budgeting System.
4. Prepare grant reimbursement requests as assigned.
5. Review program budget reports to ensure compliance with grant directives and system guidelines.
6. Prepare and maintain budget reconciliations of assigned programs and grants.
7. Provide customer support related to budget and general ledger issues for all funds.
8. Perform additional duties and special projects as assigned by the Budget Coordinator.

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: Grade 73

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 and Google Suite 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.