

**Grant Compliance Supervisor
New Hanover County Schools**

Job Description

Class: Classified
Dept: Finance

TITLE: Budget Analyst

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. Five years of experience in budget analysis, auditing, governmental accounting or a related field required.

REPORTS TO: Budget Supervisor

JOB GOAL: To assist with the budget development and monitoring process; provide technical assistance and program support in the preparation, coordination and monitoring of assigned budget programs.

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/department issues.
2. Assist with coordination of the Local, State, and Federal grant budget process.
3. Monitor expenditures to ensure compliance with established policies, procedures and budget limitations.
4. Complete periodic budget reconciliations as assigned.
5. Prepare budget transfers, amendments and journal entries as needed.
6. Conduct periodic review of general ledger compared to budget for budget compliance.
7. Review and approve journal entries and budget transfers submitted by principals and budget directors.
8. Assist with training for program staff and advise principals and budget directors on general fiscal and budgetary matters throughout the year.

9. Assist Budget Supervisor and CFO in the annual budget development process.
10. Provide customer support related to budget and general ledger issues.
11. Assist with monitoring visits and compliance audits.
12. Assist with financial reporting required by grantors.
13. Transmit budgets, budget amendments and journal entries to Department of Public Instruction.
14. Assist with software issues and verify system reliability subsequent to software upgrades.
15. Strive to maintain and improve professional competence. Participates in the development and support of the board school/department vision.
16. Perform related duties and responsibilities as required by the Budget Supervisor.

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: 12 mth

Starting Salary and/or Grade: Grade 75

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.