

Job Title: **Grant Accountant**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **3118**  
 FLSA Status: **Exempt - A**  
 Pay Range: **L 08**

**SUMMARY:** Maintain the grant accounting and reporting for the District. Coordinates and pursues the cooperation of the various departments and outside entities involved in the District’s federal, state, and private financial assistance programs by encouraging and monitoring the proper accounting for and reporting of such programs. Support and assist with the proper recording and reporting of the other general accounting activities. Develop and promote good community relations among various community and school clientele.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>T Frequency</b>	<b>% of Time</b>
1. Maintain the District’s Grants within the financial system to ensure the proper accounting for and reporting of Grants, including the monitoring and assistance in the tracking, reporting, and subsequent closing of multiple year grants. Prepare/review all accounting entries and budget transfers related to grants for proper coding, allowability and reasonableness within the scope of the grant. Prepare/review and submit request for funds for all grants. Ensure all requested revenue is received and recorded appropriately.	D	20%
2. Coordinate, review and help prepare grant budget applications for all grants within the District, working directly with Learning Services and other sources. Ensure proper account/budget coding, as well as compliance with District, State and Federal grant regulations. Ensure budget revisions are submitted in a timely manner.	Q	10%
3. Develop and maintain appropriate tracking devices (i.e. spreadsheets) to assist in the monitoring and reporting of grant accounting activities. Perform monthly reconciliation on grant accounts, ensuring all transactions post to the general ledger. Work with and meet regularly with grant coordinators to review their spending and recommend any budget revisions as needed.	D	25%
4. Develop an expertise in the financial and accounting compliance aspects of Federal, State, and Private financial assistance programs. Attend all required and relevant fiscal training related to grants and communicates any changes with appropriate District personnel. Propose/write/maintain policies and procedures related to all District grants based on the knowledge gained. Work with, train, and educate all District personnel on grant policies, federal regulations and District policies to ensure compliance. Assist in interpreting federal requirements and granting agency guidelines.	M	15%
5. Analyze detail, compiles data for selected federal, state, and private programs and provides regularly scheduled reports. Prepare monthly, quarterly and annual financial reports for other federal programs. Monitor the timely filing of proper reports to appropriate agencies.	Q	5%
6. Participate in formulating budgets for the Grants programs, checking details and calculating account totals. Assist in forecasting remaining Grant balances for District administration and Grant personnel.	M	15%
7. Communicate verbally and in writing, and provides financial analysis to district decision makers regarding the Grant fund. Maintain a staff webpage for grants. Perform system testing for patches and/or upgrades.	A	5%
8. Prepare and reconcile the Schedule of Federal Awards (SEFA). Interact with outside auditors and provide information, including work papers, schedules and access to accounting records for federal, state, and local grants as required. Research, respond and clarify question from auditors and internal stakeholders.	A	2%
9. Perform other duties as assigned.	Ongoing	3%
<b>Total</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree, with a major or minor, in the field of accounting, finance, or related business field required. An Associate’s Degree in the field of accounting, finance, or related business field and three (3) additional years of experience may be substituted for this requirement.
- Minimum of three (3) years of experience in a school district and/or accounting required. Experience within a governmental entity, public accounting firm, or similar entity in an accounting/financial capacity is highly preferred.
- School district experience preferred.
- Preferred experience with federal grants.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- The ability to process complex financial transactions, recordkeeping and preparation of monthly, quarterly and annual reporting
- Strong interpersonal, written and verbal skills.
- Strong attention to detail.
- Knowledge of federal and state rules and regulations related to areas of responsibilities
- Knowledge of principles and practices of governmental accounting. Includes knowledge of both state and federal wage requirements.
- Skill in researching, analyzing and evaluating complex financial data.
- Ability to communicate complex information clearly and concisely, both orally and in writing. This may include presentations to a large public constituent audience.
- Ability to analyze, interpret and audit data for accuracy.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microsoft Excel and Word applications
- General office equipment
- E-mail system within 1 week after enter position
- PeopleSoft Financials application within (1) month after entering position

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Director, Finance	5032

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This position has no supervisory responsibility		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Preparation and processing of expenditure transfers.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
11 to 25 pounds	X			
26 to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate		X		
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	