

SCHOOL ADMINISTRATIVE UNIT # 2

JOB DESCRIPTION

Title: Federal Funds Specialist	Date Revised: September 14, 2021
Classification: Non-Exempt	Terms of Employment: Full-time, Year-round
Reports To: Assistant Superintendent	Supervises: n/a

QUALIFICATIONS:

1. An Associate's degree in Accounting, Business Management or related field preferred.
2. Experience in fund accounting preferred. Must be proficient with accounting software, spreadsheets and word processing. Highly attentive to detail.
3. Such alternative to the above as the Superintendent may find appropriate and acceptable.

JOB OBJECTIVE:

The Federal Funds Specialist is responsible for the fiscal management of all Federal and State programs and provides support to the Business Office.

ESSENTIAL JOB FUNCTIONS*:

1. Assists Project Managers with budgeting the financial components of grant applications.
2. Reconciles monthly grant expenditures with tracking sheets.
3. Processes budget entry and general journal entries for all Federal and State grants.
4. Prepares and submits monthly expenditure reports in a timely manner to the DOE, grant managers, and Assistant Superintendent.
5. Completes annual certification worksheets and submit report to the DOE.
6. Monitors on a continual basis, Federal funds and food service to ensure expenditures do not exceed the budget.
7. Oversees cash management functions as it relates to reporting, audits, warrant articles and legislation.
8. Supports the Assistant Superintendent with establishing and maintaining a program of accounting adequate and accurate to detail and report all transactions in New Hampshire Financial Accounting Handbook for LEA and Federal accounting requirements.
9. Prepares reporting for the School Board as directed by the Assistant Superintendent.
10. Completes pre-audit preparation and prepares or requests preparation of materials required by the auditors.
11. Maintains food service records including but not limited to reconciling and submitting monthly claims to the state for reimbursement, conducting annual site inspections, preparing annual state reporting and application process.
12. Liaison with the schools designated free & reduced application manager to monitor free & reduced status.
13. Prepares monthly reconciliations for all food service accounts.
14. Prepares and enters all food service revenue journal entries.
15. Monitors and submits monthly claims for Free and Reduce and Fresh Fruits and Vegetable accounts.
16. Meets with Assistant Superintendent and Food Service Director monthly.
17. Prepares monthly student negative balances reports.
18. Performs other duties as assigned.

OTHER:

1. Assists with greeting visitors, answering phones.
2. Assists Accounting Specialists with filing and general office tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Proficient with computer technology in the office setting including various word processing, spreadsheet and database software programs.
2. Must have the ability to learn and apply knowledge of all pertinent federal, state and local regulations.
3. Critical thinking skills.
4. Communicate effectively both orally and in writing.
5. Excellent organizational and time management skills.

- 6. Able to establish and maintain effective working relationships.
- 7. Basic operating knowledge of other office equipment.

WORKING CONDITIONS:

In a normal work day, the employee may be required to combine standing, walking and sitting; continuously sit at the desk, keyboard, etc. for several hours, lift/carry up to fifteen (15) pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally. Some travel required.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

* External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.