

**27J SCHOOLS**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Grant Accountant  
**Date Prepared or Last Modified:** November 6, 2017, Reviewed December 2020  
**Work Year:** 12 months  
**Department:** Finance  
**Reports to:** Budget Director

**SUMMARY** Performs administrative and technical activities related to federal, state, and local grants within the district, to ensure compliance with regulations and guidelines. Create, review, and administer all funding related to all Federal and State grants provided to School District 27J and the Charter schools. Responds to questions from internal and external customers regarding new and existing grants, develops and monitors grant budgets, assist Budget Director throughout the budget cycle. Research available grants, provide consultation in writing new grants, and implement internal control procedures. Provide the CFO a monthly financial forecast of all grants. Develop, maintain, and reconcile the annual (COFR) with the Colorado Department of Education. Consult and coordinate the financials with the Accountant in preparation of the Comprehensive Annual Financial Report (CAFR) and the Schedule of Expenditures of Federal Awards (SEFA)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- D 25% Monitor and maintain district grants to ensure compliance with federal, state, and local regulations and guidelines by consulting in the writing of grant applications, researching and informing grant administrators of available grants, developing account codes, developing and maintaining budgets, charging indirect costs, establishing year-end procedures, preparing and reconciling grants reports for Colorado Department of Education (CDE) and Comprehensive Annual Financial Report (CAFR), and ensuring that assigned grants/funds do not exceed the allotted budgets and matching revenues.
- D 20% Respond to and process requests for information from Executive Directors, Principals, Grant Coordinators, and recipients. Communication on grant accounting requirements including compliance monitoring by approving all grant expenditure requests. Monitoring in the areas of budget, to include revenues, expenditure, and encumbrances on the activity to ensure all grant funds are expended appropriately and timely. Coordinate the flow of information to building sites and other external entities.
- D 9% Primary liaison/resource between the district and funding agencies for all fiscal grant issues including independent decision making responsibilities. Review internal controls for revenues, expenditures, and journal entries of grants and other funds/programs. Train district staff concerning grants and generally accepted accounting principles.
- M/Q 15% Develop and coordinate with Executive Directors, Principals, Grant Coordinators, and recipients in preparing and projecting grant budgets. Develop quarterly monitoring reports to assist the CFO with providing grant information for Executive Review. Create and maintain spreadsheets to report and project expenditures and to forecast ending balances on a monthly basis.
- M/Q/A 15% Prepare and submit requests for funds to maintain cash flow, account for in-kind services and supplies for grants that require matching funds, and receipt revenue into appropriate grants. Create monthly, quarterly and annual financial reports required by the state and federal governments including budgets for grant applications and end-of-year financial reports.
- M 5% Contact fiscal and program personnel in state and federal offices and respond to requests for clarification of grant information. Maintain current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) statements and grant fiscal accounting best practice including Education Department General Administrative Regulations (EDGAR) by attending workshops and conferences or using online sources.
- A 10% Assist in the preparation of various statements, schedules, and reports as needed for the completion of the CAFR and SEFA. Provide auditors with requested clarification of annual grant audit.

Ongoing 1% Perform other duties as assigned.

*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.*

**EDUCATION AND TRAINING:** Bachelor's degree in accounting and/or equivalent years of experience, finance or related field is required.

**EXPERIENCE:** Two to four years of accounting experience.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Oral and written communication, math, problem solving, decision making, Advance knowledge of MS Office Excel/Outlook, and 10-key calculator skills. Experience with and knowledge of preparing annual financial statements, budgets, and financial reports for government agencies; balancing accounts; auditing programs; working with computerized, interactive financial systems; and creating and analyzing computer spreadsheets. Familiarity with generally accepted accounting policies and procedures and related governmental rules and regulations.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no supervisory responsibilities. Acts as a resource for others throughout the district by monitoring grant funds; consulting in the writing of grants; researching and informing grant administrators of available grants; developing budgets; preparing necessary reports; responding to questions related to grants and account balances; and communicating grants regulations and procedures.

**JUDGMENT AND DECISION MAKING:** Work is self-directed and/or implementation of new grants. This position requires analytical skills, independent judgment, and knowledge of grant procedures and regulations to accurately maintain and monitor grant budgets and expenditures, ensure compliance with regulations, assist with grant writing, and respond to questions related to grant finances and procedures. Work is guided by professional standards and department, Board, district, state, and federal guidelines. Decision making may include collaboration with CFO, Budget Director, Accountant, and Grant Directors/Administrators within the district. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES:** Requires cross training in accounting standards and practices; grant accounting, writing, procedures, and guidelines; microcomputers; computerized financial accounting systems; spreadsheet software; budget preparation; and auditing.

**SAFETY TO SELF AND OTHERS:** High exposure to self to repetitive motion injuries due to keyboarding and ten-keying. Low exposure to self to bruises and cuts due to typical office accidents.

*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 DEMANDS:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually quiet.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, compute, synthesize, evaluate, and use interpersonal skills. Frequently required to coordinate, instruct, and compile. Occasionally required to copy and negotiate.