Merrimack School District

Federal Funds Bookkeeper

Role Description

TITLE: Federal Funds Bookkeeper (part time, approx. 20 hours per week)

REPORTS TO:

- Assistant Superintendent for Business

JOB GOAL: The Federal Funds Bookkeeper performs the accounting and financial service functions for programs funded by grants awarded in the NHDOE Grants Management System.

QUALIFICATIONS:

- High school diploma or equivalent, associate degree preferred
- Proficient in Microsoft Office Suite, in particular working with Excel.
- Experience in a school setting preferred
- Ability to communicate clearly and effectively
- Strong collaboration and analytical skills

RESPONSIBILITIES INCLUDE:

- Set up grant accounts and budgets in the Infinite Visions accounting system.
- Review/monitor individual grants and transactions (AP and Payroll) for compliance with local, State and federal fund requirements; investigate and resolve any differences.
- Prepare General Ledger accounting entries for Federal Grants including indirect cost, payroll expenses, transfers, budget adjustments and other journal entries.
- Prepare and distribute monthly budget-versus-actual status reports for use by Project Managers and the Assistant Superintendent for Business to support proper and timely expenditure of grant funds.
- Prepare monthly cash reimbursement requests for all grants and submit to the Superintendent for approval through the NHDOE GMS.
- Coordinate with the School District Treasurer and Business Office Assistant to verify received project reimbursement revenue and confirm proper posting of revenue.
- Follow proper fiscal practices defined by District, State and Federal (EDGAR) requirements. Assist with ensuring program compliance.

Proposed to School Board: TBD
Board Approval: TBD

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- Maintain fiscal information, subsidiary files, and records for all grant funds. Research and resolve discrepancies in grant financial information and/or documentation to maintain high standards of accuracy. Store records according to the federal records retention policy.
- Calculate and track expenditure of Federal Grant "carryover funds" to ensure requirements are met (maximum allowed amounts and timing of expenditures)
- Prepare written documentation (reports, schedules, correspondence) related to Federal Grants as requested
- Assist auditors at District and State levels, with financial audits as related to grants in General Management System
- Attend professional development training to stay current on grant management procedures.

TERMS OF EMPLOYMENT: Year-Round, approx. 20 hours per week.

Physical Activity Requirements:

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Lift up to 10 lb.	N	R	**O**	F	C
Lift 11 to 25 lb.	N	R	**O**	F	C
Lift 26 to 50 lb.	N	**R**	O	F	C
Lift over 50 lb.	N	**R**	O	F	C
Carry up to 10 lb.	N	R	O	**F**	C
Carry 11 to 25 lb.	N	R	**O**	F	C
Carry 26 to 50 lb.	N	**R**	O	F	C
Carry over 50 lb.	N	**R**	O	F	C
Twisting	N	R	**O**	F	C
Bending	N	R	**O**	F	C
Crawling	N	R	**O**	F	C
Squatting	N	R	**O**	F	C
Kneeling	N	R	**O**	F	C
Crouching	N	R	**O**	F	C
Climbing	N	R	**O**	F	C
Balancing	N	R	**O**	F	C

Work Surface(s)

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C
Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

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Controls and Equipment:
Use of typical office equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instruction/direction from others.
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:
Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures

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