



JOB DESCRIPTION

Job Title	Grant Accountant
Department	Business Services
Reports To	Accounting Manager
Classification	Non-Affiliated
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Grant Accountant is responsible for supporting the school district's financial operations, including budgeting, accounting, reporting, auditing, and cash management. The role emphasizes Fund 27 and grant compliance, assists with the development and monitoring of annual budgets, prepares and analyzes financial reports, ensures regulatory compliance, and facilitates both internal and external audits. The position also oversees the timely receipt of state and federal funds, banking relationships, assist with cash-flow while maintaining a segregation of duties, and, providing essential financial guidance to administrators and stakeholders.

Essential Job Functions

- Assist with development and implementation of the annual school district budget, emphasizing Fund 27.
- Primary contact for claiming state and federal dollars including the reconciliation of claims by work with subject matter experts, staff who submit claims and overseeing the claiming and payment process
- Primary contact with Medicaid claiming and works collaboratively with student services to maximize available funds and resources
- Monitor and review budget accounts, providing advanced warning of potential over-expenditures, especially for Fund 27 and grant accounts.
- Communicate budgetary account status to administrators, principals, and other stakeholders.
- Provide direction and assistance with grant budget development and compliance.
- Oversee the management and distribution of grant funds needs and assist in developing cash flow forecasts.
- Compile and analyze financial information to prepare entries to general ledger accounts, including year-end journal entries for accrual financial reports.
- Interpret and analyze financial operations and transactions, forecast trends, and develop special reports and analyses for management and funding agencies.
- Ensure accuracy, completeness, and compliance with local, state, and federal requirements, and standard accounting/audit procedures.

- Prepare and file various reports, including program fiscal reports and claims for reimbursement as required by the Wisconsin Department of Public Instruction and other regulatory agencies.
- Verify eligibility, gather data, prepare tuition billings, aid allocations, summary schedules, and track receipts and funding sources.
- Interact with and assist independent auditors during the annual school district audit; prepare workpapers and gather supporting data/documents.
- Analyze and maintain all balance sheet accounts, including cash to accrual conversion, according to appropriate principles, policies, and regulations.
- Analyze budgetary expenditures for compliance with funding agencies' budgets, policies, and procedures.
- Foster positive relationships with institutions and agencies.
- Monitor state aid payments, federal grant payments, and other scheduled payments for appropriate and timely receipt.
- Assist in the monitoring and administration of cash collection procedures when appropriate while maintaining a segregation of duties

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor's Degree in accounting or a related field.
- Three or more years of audit or accounting experience.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five or more years of school district audit experience.
- Certified Public Accountant (CPA) License.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to provide services with a high degree of confidentiality.
- Proficient in Microsoft Office Suite.
- Strong organization and planning skills.
- Understanding of Wisconsin Uniform Financial Accounting Requirements (WUFAR) and other DPI guidelines.
- Effective communication skills.
- Strong analytical skills.
- Strong ability to develop process automation.
- Knowledgeable in risk and compliance.
- Strong understanding of Generally Accepted Accounting Practices (GAAP).
- Strong understanding of Governmental Accounting Standards Board (GASB) reporting.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.