Tigard Tualatin School District 23J

Job Description

Work Year: 260/261
Group: Confidential-Manager
FLSA Status: Exempt
Salary: Column F

JOB TITLE: Grant Accountant **REPORTS TO:** Chief Financial Officer

GENERAL DUTIES SUMMARY:

The Grant Accounting Manager oversees the full financial lifecycle of federal, state, local, and private grant programs. This position ensures compliance with federal standards, Oregon chart of accounts requirements, district policies, and auditing standards. Responsibilities include developing and maintaining grant budgets, monitoring expenditures, preparing claims and financial reports, supporting district accounting functions, coordinating with grant managers, and maintaining readiness for audits and closeout processes. The role requires advanced accounting expertise, strong analytical skills, and the ability to manage high-volume, deadline-driven financial work.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Grant Budget Development & Administration

- Work with grant managers to interpret Notices of Grant Award and identify requirements impacting financial administration.
- Develop, prepare, and enter grant budgets and budget journal entries for applications and awarded grants.
- Determine and calculate indirect costs, Local Maintenance of Effort to comply with federal requirements, monitor and verify that federal Special Education grants are used only for the excess cost of student education
- Assist with account coding and ensure compliance with the Oregon chart of accounts.

Grant Accounting & Financial Monitoring

- Maintain records for 40 - 50 grants, including awards, communications, budgets, transactions, and reconciliations.
- Track income, revenue, and expenditures; monitor spending to ensure appropriateness and alignment with grant requirements.

- Prepare and submit grant financial reporting forms, claims for reimbursement, and documentation required for federal, state, and private programs.
- Conduct internal review of prior approval forms and grant applications.
- Verify and confirm all grant-funded staff positions. Regular monitoring of payroll records to confirm grants are correctly coded and correctly charged.
- Verify and notify staff of federally funded positions and the requirement for tracking federal time and effort.

Financial Systems & Reporting

- Prepare financial projections, specialized reports, and SEFA statements; maintain audit trails and general ledger accuracy.
- Provide technical assistance and high-level problem solving for district financial systems; act as liaison between finance and IT.
- Utilize databases, spreadsheets, and web-based reporting systems to support grant compliance and budget management.

Claims, Compliance, and Specialized Programs

- Prepare and submit claims for programs including Medicaid Administrative Claiming, E-Rate, and other reimbursable grant activities. (I have no involvement with Medicaid Claims nor E-Rate)
- Ensure compliance with federal regulations, documentation standards, property identification, fixed asset reporting, and cost settlement procedures.

Audit & Regulatory Readiness

- Understand and implement federal auditing requirements and district standards.
- Develop audit readiness checklists, prepare reconciliations (e.g., ODE, DAS A-133), and support auditors with required documentation.

Closeout & Carryover Management

- Develop closeout action plans; monitor final expenditures; manage last dates for reimbursement and carryover requirements.
- Assist with property disposition which was purchased by grant funds, transfer of expenses, and final reporting.

Collaboration & Communication

- Serve as a clearinghouse for grant applications and provide guidance to grant managers and administrative staff.
- Attend grant-related meetings, advisory groups, and training sessions; communicate regularly with agencies and district personnel.

Marginal Duties and Responsibilities:

- Provide backup support to other accounting staff during absences or peak workloads.
- Support district-wide training and outreach regarding financial procedures and systems.
- Assist other departments with reconciliations and year-end accounting needs.
- Perform additional duties as assigned to maintain workflow and service levels.

QUALIFICATIONS:

Minimum:

- Understanding of fiscal system components, federal grant standards, multi-funded project structures, and the Oregon chart of accounts.
- Proficiency in accounting software, databases, web-based reporting systems, and spreadsheets.
- Ability to estimate costs including payroll, interpret financial information, and apply federal regulations.
- Strong problem-solving, analytical, and communication skills.
- Ability to perform under pressure with strict deadlines.
- Ability to communicate effectively and to establish and maintain effective working relationships with other employees, auditors, and representatives of governmental or financial institutions.

EDUCATION and EXPERIENCE:

- Bachelor's degree in Accounting and two years of professional accounting experience; **OR**
- Five years of progressively responsible accounting experience, including at least two years of professional-level work; **OR**
- Equivalent education/experience combination that provides required knowledge, skills, and abilities.

WORKING CONDITIONS:

The physical demands described here 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.

- Work performed primarily indoors in an office environment.
- Extended periods of computer and phone use.
- Frequent deadlines, multiple simultaneous projects, and collaborative work with other employees and external agencies.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Confidential Manager Agreement and Tigard-Tualatin School District.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____