



Classification Summary

Monitors the financial administration of federal and state grants awarded to District departments or programs; acts as liaison between District staff and funding agencies.

Distinguishing Characteristics

Distinguished by requirement for comprehensive knowledge of financial accounting related to grant administration.

Supervisory Relationships

Reports to the Financial Services Coordinator.

Examples of Duties

1. Oversee the financial administration of all grants, including block and special programs grants. Coordinate funding implementation by setting up budget accounts, notifying appropriate departments, and verifying funds appropriation. Monitor compliance of grant managers and subcontractors with requirements of funding agencies. Monitor grant expenditures and submit claims for funds to granting agencies.
2. Provide liaison between funding agencies, grant managers, and District department or program administrators on financial issues.
3. Assist, in submission of grants proposals by informing applicants of eligibility requirements and application deadlines, assisting in budget development, and reviewing forms for completeness and accuracy. Write Chapter II Block Grant applications.
4. Prepare and file monthly or quarterly reports of each grant.
5. Prepare labor distribution reports for allocation of funds to payroll accounts; submit to grant managers and payroll department.
6. Develop and maintain a central storage system for all grant applications, reports, and claims. Make files available to District, state or federal auditors.
7. Provide information on grants or accounting procedures, and assist in training staff in procedures as requested.
8. Remain informed of new grants, alterations in existing grants, grant values, requirements for eligibility, and related subjects.

Required Knowledge, Skills and Abilities

1. Comprehensive knowledge of financial management regulations for federal and state grants.
2. Working knowledge of District accounting and budgeting systems.
3. Ability to formulate grant proposals and prepare financial reports.
4. Skill in bookkeeping and recordkeeping principles and practices; accuracy attention to detail.
5. Ability to operate computerized office equipment.
6. Ability to prioritize and schedule work to meet deadlines.

Minimum Qualifications for Class Entry

1. Significant training or experience in accounting, business services, or business administration.
2. Demonstrated ability to perform the requirements of the job.

Work Environment

Works in a standard office setting in the Financial Services Department at the Education Center.