



Position Summary

The grant accountant performs the accounting and financial service functions for programs funded by grants or special revenue. These functions include: preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal fund requirements, billing and collections, journal entries, and financial grant reporting including preparation of reports for granting authorities and the district's annual report. Position may also be required to verify budget proposals for grant applications.

The grant accountant provides fiscal service and support for both central office departments as well as individual school personnel. The position will also answer inquiries from external auditors and federal, state and local agencies concerning grant information and to effectively communicate complex financial issues to employees, administrators, auditors, the general public and granting agencies.

Supervisory Relationship

This position reports to the Accounting and Reporting Manager and is expected to work extensively with grant managers and staff in other departments and schools throughout the district.

Essential Functions

1. Plans, organizes, and coordinates the centralized accounting and financial reporting for assigned grant portfolio, including: preparing annual and project budgets, forecasting revenue, estimating any carry-over of funds from one year to the next.
2. Researches issues, prepares invoices/ billings and collects funds for the support of restricted fund expenditures.
3. Prepares or assists in the preparation of all applicable fiscal reports for sponsored programs and ensures the timely submission thereof.
4. Coordinates with key personnel at all levels of the District to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines.
5. Develops positive working relationships to foster a collaborative environment for grant coordination and oversight.
6. Computes, prepares and submits the annual indirect cost rate. Provide information on the rate with applicable state agencies as required. Applies indirect costs.

7. Attends professional development training and stay abreast of the Office of Management and Budget (OMB) Circulars and their applicability to grant management related audit, federal regulations, state laws and District policies, and any workshops or seminars on grants or special revenues.
8. Compiles year-end reports, work papers and analysis necessary for the District's auditors to complete the yearly audit of the District's grants.
9. Maintains grant fiscal records and database.
10. Reviews and approve journal entries for program managers, assigns account codes and monitors charges for reasonableness and compliance with district policies and procedures.
11. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Ability to prioritize and self-direct, analyze situations, identify situations where appropriate to make decisions
- Working knowledge of federal and state regulations related to area of responsibility.
- Knowledge of principles and practices of governmental accounting.
- Skill in researching, analyzing and evaluating complex financial data.
- Ability to communicate complex information clearly and concisely both orally and in writing.
- Ability to analyze and interpret data for accuracy. Detail oriented.
- Excellent interpersonal skills, ability to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships.
- Proficiency in various computer applications including comprehensive databases, spreadsheets and word processing software.

Minimum Qualifications

- Bachelor's Degree in Accounting, Finance, Business Administration or a related field.
- At least 2 years of general accounting experience or equivalent experience managing grants. This should include processing complex financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping and preparation of monthly, quarterly and/ or annual reporting.

Work Environment

Incumbents work in a standard office setting in a centralized accounting services department.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 3
Developed by	David Brewer, Interim Director of Human Resources
Reviewed and Approved by	Andrea Belz, Associate Director of Financial Services David Brewer, Interim Director of Human Resources
Last revised	6/17/14