**Job** **Title:** Grants Accountant (Classified)

**Reports** **To:** Business Manager

**Evaluated** **By:** Business Manager

**Pay Grade:** 13

**Work Calendar:** 12 Month (260 Days)

**JOB** **GOAL:** The goal of the grants accountant is to provide day to day support in the business office by processing financial transactions, billing State, Federal, and private entities for grants and other revenues owed to the district; preparing reports of funds expended and received for the various grants and accounts; assisting the Business Manager with grants budget development and oversight; assisting with accounts payable and receivable, and supporting payroll and other functions of the business office.

**ESSENTIAL** **DUTIES** **AND** **RESPONSIBILITIES:**

Include the following. Other duties may also be assigned.

1. Assist the Business Office in the ongoing monitoring, reconciliation, and general maintenance of grant contracts and related materials.
2. Provide financial information to management by researching and analyzing accounting data and preparing reports.
3. Process journal entries and reconcile accounts.
4. Process grant fund expenditures and receivables and work in EGMS to prepare payment requests on grant expenditures and process record keeping of grant and other funds.
5. Recommend financial actions by analyzing accounting options.
6. Substantiate financial transactions by auditing documents.
7. Assist with Audit preparation.
8. Maintain internal controls by documenting and updating policies and procedures.
9. Complete data entry.
10. Reconcile financial discrepancies by collecting and analyzing account information.
11. Maintain financial security by following internal controls.
12. Prepare payments by verifying documentation and requesting disbursements.
13. Respond to accounting procedural questions by researching and interpreting accounting policies and regulations.
14. Assist Business Office personnel as needed with other duties in the department that may be assigned.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities needed for the position.

Skills to: maintain a high level of proficiency with and effectively utilize computer software applications including accounting, financial database, internet, Word, Excel, and email; communicate effectively using strong listening and interpersonal skills to maintain a high level of customer service; provide a high level of proficiency in communicating information using accurate grammatical and typing/data entry skills; work well with others from diverse backgrounds and contribute to building and maintaining a positive team culture; sustain a high level of organization and flexibility despite interruptions and/or routine changes to priorities and/or job duties; maintain confidentiality.

Mathematical skills related to the position include: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratio and percent and draw and interpret bar graphs.

Ability to: communicate in English fluently and effectively both orally and in writing with employees, vendors, customers and the public using tact, courtesy and good judgment; interact routinely with others face-to-face, by telephone, and through other communication modalities; maintain positive open lines of communication with regulatory agencies, grantors, grant managers, staff and other departments in order to contribute to the smooth flow of information and efficient operations of the district; work well both independently and as a team member; exercise good judgment and work in an environment with frequent interruptions and competing priorities; be receptive and open to others’ ideas, resolve conflict and maintain successful control of emotions including ability to maintain composure under pressure;

Ability to: maintain complex data using advanced skills in spreadsheet, database and word processing; interpret a variety of instructions furnished in written, oral, diagram or schedule form;

present information effectively to administrators; resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; write reports and business correspondence; keep and maintain accurate records and provide highly accurate work results; develop, review and comprehend complex budgets; coordinate and perform designated duties under high stress conditions and maintain multiple priorities to meet established deadlines while maintaining accuracy and attention to detail and with minimal supervision.

Knowledge of: accounting principles, systems, procedures, controls and automated accounting systems; principles, practices, and procedures of finance;

**EDUCATION, CERTIFICATES,** **LICENSES,** **REGISTRATIONS,** **BONDING,** **AND/OR** **TESTING** **REQUIRED:**

1. Bachelor’s degree in accounting with three to five years -experience working as an accountant for a government, education, or non-profit entity desired. Comparable academic credentials and/or related experience would be considered.
2. Criminal Justice Background/Fingerprint Clearance

**PHYSICAL DEMANDS:** 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. (See addendum)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**: The work environment characteristics described here are representative

of those an employee encounters while performing the essential functions of this job. (See

addendum)

**TERMS OF EMPLOYMENT**: Days and hours to be arranged, with salary according to current schedule.

**EVALUATION**: Following the probationary period, performance of this job will be evaluated

annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

*Signature Date*