

Job Title: Grant Accountant
Work Days: 260
Reports To: Accounting Manager
FLSA Status: Exempt

JOB SUMMARY

Under supervision from the Accounting Manager, the Grant Accountant performs complex grant support and other accounting and financial service functions. For District programs funded by grants, or special revenue, these functions include: budgeting, compliance, reporting and submitting claims for reimbursement. The Grant Accountant provides support to the fiscal office, District management, and site personnel for grant-related accounting functions. Support for high level fiscal processes including budgeting, internal auditing, financial reporting and analysis can be expected along with other duties as assigned.

The position requires constant concentration on a high volume of work which must be completed within specified time periods and deadlines. The Grant Accountant must respond professionally and expediently to frequent questions and requests from District employees as well as outside agency employees and service providers, by telephone, email and in-person.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Perform federal, state and local grant-related post-award functions, including, but not limited to: budget preparation; expense monitoring and analysis; periodic invoicing; financial reporting; labor distribution changes; reconciliations; and budget revisions.
2. Ensure that Grant Programs' budgets are appropriately coded in accordance with the Oregon Department of Education (ODE) Program Budgeting and Accounting Manual (PBAM), legally appropriated and uploaded to the District's accounting system.
3. Prepare accurate and timely financial reports to federal, state and local agencies and entities as required by grant agreements.
4. For designated state and federal grant programs, request reimbursement of grant expenditures monthly through the ODE's Electronic Grant Management System (EGMS).
5. Provide monitoring, consultation and technical assistance in conjunction with grant managers to ensure compliance with the federal Uniform Guidance.
6. Provide training for grant program staff and/or designees in the guidelines of grants including: allowable expenses, fiscal accountability and reporting requirements.
7. Prepare and submit the annual indirect cost rate application to ODE for approval.
8. Reconcile balance sheet accounts no less than quarterly and may review reconciliations prepared by the Accounting Specialist and Payroll Specialist.
9. Assist in annual budget preparation and related projections; create financial reports; prepare the operating budgets for District programs and assign account codes to District related accounts.
10. Assists in annual audit preparation, including supporting analyses and schedules, including the Schedule of Expenditures of Federal Awards. Assist auditors by researching issues, creating reports and responding to audit findings.
11. Assist Director of Fiscal Services and Accounting Manager with the compilation of the District's Annual Comprehensive Financial Report and Popular Annual Financial Report.
12. Perform financial analysis and review as requested.

13. Conduct internal audits of District financial transactions, including, but not limited to student body and co-curricular accounting, grant accounting, capital project accounting, food services, transportation and general operations.
14. Participate in implementation, improvement, and oversight of fiscal policies and procedures, with an emphasis on creating efficiencies.
15. Participate in the design and implementation of accounting processes and internal controls.
16. Provide support to and coverage for the General Ledger Accounting Specialist and Financial Analyst as needed.
17. Perform other fiscal duties as assigned by the Accounting Manager or Director of Fiscal Services.
18. Professionally represent the District in interactions, both verbal and written, with parents, community, staff and students.
19. Provide excellent customer service and respond in a timely fashion to phone or email inquiries from staff, vendors, customers and other stakeholders.
20. Set up and file documents and records according to predetermined classifications, maintaining alphabetical index and cross referenced files. Ensure records are kept secure and orderly.
21. Maintain appropriate certifications and training hours as required.
22. Respect and ensure security and confidentiality of all personally identifiable information (PII) for employees and students in order to prevent theft or unauthorized release.
23. Complies with applicable District, state, local and federal laws, rules and regulations.
24. Since the position requires working with matters of collective bargaining, the employee is considered "confidential" under Oregon law.
25. Attend work regularly.
26. Occasionally perform work beyond a standard 40-hour work week when workload requires.
27. Other duties may be assigned as organizational needs change.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District committees and councils.
2. Cross train to assist the General Ledger Accounting Specialist position as necessary.
3. Assist other office staff as requested.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance or related field.
- Three years of successful and progressively responsible accounting and/or finance experience or any related experience that would provide the desired skills, knowledge and ability to perform the job.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Ability to effectively utilize financial management/accounting systems.
- Ability to import and export data and to develop spreadsheets in Excel.
- Skill in working with numbers and performing mathematical computations.
- Strong organizational skills and ability to meet deadlines.
- Submission of professional application materials.

PREFERRED QUALIFICATIONS

- Certified Public Accountant and/or municipal audit experience.
- Prior experience in governmental, grant or school district accounting.
- Experience using Infinite Visions accounting system or a similar ERP system.
- Experience using Google Suite Apps.
- Experience in a high-volume accounting office, supporting multiple stakeholders.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

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

- Demonstrated track record of managing multiple priorities and meeting deadlines. Self-starter with the ability to exercise independent judgment.
- Knowledge and experience with accounting functions, including General Ledger, Accounts Receivable and budgeting.
- Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas and contributing to building a positive team spirit.
- Ability to effectively communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as interest, proportions, and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- High level of computer proficiency and ability to use database, accounting, word processing, internet and email software. Ability to proficiently use the following programs strongly preferred: Excel, MS Word and Google Suite Apps. Ability to type accurately and proficiently.
- Ability to appropriately communicate with diverse staff and others including vendors, customers, and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.
- Certificates as determined by the District including a valid Oregon Driver License.

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15

pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position may occasionally be required to perform work beyond a standard 40-hour work week when workload requires. The work environment is in an office that combines standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard office setting. The noise level in the work environment is usually low to moderate.

OTHER

RSD employees are expected to be completely honest in their employment capacity. Due to the fiduciary responsibilities of fiscal office employees, the requirement for honesty is given the greatest weight. Failure to be completely honest in the employment capacity may lead to discipline up to and including dismissal.

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Director of Fiscal Services

Prepared: July 21, 2022

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____