

Job Title: **Grant Fiscal Analyst**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **3110**
 FLSA Status: **Exempt - A**
 Pay Range: **L 07**

SUMMARY: Responsible for overseeing the District’s grants budgeting and accounting processes and for providing grant compliance support district-wide. Develops, implements, and monitors the District’s Grant fund budget including the preparation of monthly and year-end budget and expenditure analysis. Provides fiscal oversight for the District’s Grant fund within the financial system, including reviewing all transactions for compliance and accuracy. Develops, maintains, and interprets grant policies, procedures, and regulations. Coordinates and pursues the cooperation of the various departments and outside entities involved in the District’s Federal, State, and private financial assistance programs. Responsibilities include performing a variety of accounting and budget functions in accordance with generally accepted accounting principles (GAAP) and Uniform Grant Guidance. Provides support to Grant Coordinators ensuring compliance with the District, Federal, and State policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Develops, manages, and analyzes the Grants Fund budget. Develops the budget for each District grant. Communicates verbally and in writing, and provides financial analysis to district decision makers regarding the Grant fund. Conducts variance analysis of budgeted versus actual expenditures and promotes the alignment of budget to actual activities. Prepares financial information for analysis and comparison including trends and multi-year projections. Prepares and analyzes monthly, quarterly and annual financial reports and ensure proper closure of grants.	W	35%
2. Oversees the District’s Grant fund within the financial system to ensure proper accounting and that all expenditures are allowable and reasonable within the scope of all grants. Review and post all grants-related accounting entries and budget transfers processed by the Accounting team for proper coding. Provides guidance to the Accounting team and ensures accuracy and timeliness in regards to grant billing, revenue recognition and adjustments to grants as needed. Review and approve all requests for grant funding and ensure all requested revenue is received and recorded appropriately and timely.	D	35%
3. Interprets District fiscal rules, Federal OMB circulars/guidelines, GAAP, and other sources as needed, to make recommendations and develop solutions to ensure all grant financial information is accurate. Develop, propose, write and maintain policies and procedures related to all District grants based on the knowledge gained. Advises departments and schools on budget processes and requirements. Review district grant spending to ensure compliance with federal, state, and local regulations, and ensure that assigned grants/funds do not exceed the allotted budgets and matching revenues.	D	10%
4. Coordinates, reviews and assists with the preparation of grant budget applications for all grants within the District. Ensures applications comply with District, State and Federal grant regulations. Oversee, coordinate and submit annual budgets and budget revisions to Grantor in a timely manner.	M	8%
5. Meet regularly with Grant Coordinators and management to review spending and provide grant compliance support. Participate and collaborate on district committees, as requested. Create presentations and training material, as necessary for district stakeholders. Assists with the preparation of reports for the Board of Education and other reports that are requested by management and District administration. Provide updates for the district website regarding compliance, departmental documents/forms, referencing links, etc.	M	5%
6. Prepare, analyze and reconcile the Schedule of Federal Awards (SEFA). Interacts with outside auditors and provides information, including work papers and schedules and access	A	5%

to accounting records for federal, state, and private programs as required. Researches, responds and clarifies questions from auditors and internal stakeholders.		
7. Perform other duties as assigned.	Ongoing	2%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Accounting, Finance or related field
- Three to five years of progressively responsible accounting experience
- One to three years of budget experience related to state and federal grants

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of local, state and federal grants
- Strong interpersonal, written and verbal communication and attention to detail skills.
- Intermediate Microsoft Excel and Word skills.
- Knowledge of federal and state rules and regulations related to areas of responsibilities
- Strong accounting skills, including the ability to work with multiple financial-related tasks such as general ledger applications, audit, cash management and account reconciliation
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Excel and Word applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Finance Director	5032

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This position has no direct supervisory responsibility		

- Act in a leadership role by reviewing, guiding, and approving the grants-related work of the Accounting team and by providing support to Grant Coordinators and management related to grants spending, budgeting, and compliance.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develops, manages, and analyzes the Grants Fund budget. Develops the budget for each District grant. Communicates verbally and in writing, and provides financial analysis to district decision makers regarding the Grant fund. Conducts variance analysis of budgeted versus actual expenditures and promotes the alignment of budget to actual activities. Prepares financial information for analysis and comparison including trends and multi-year projections. Prepares and analyzes monthly, quarterly, and annual financial reports and ensure proper closure of grants.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and*

mental functions described below 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.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	X
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X	X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	