



REVISED: 07/01/2018  
Submitted: 06/12/2018

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|------------------------|------------------------------|
| JOB TITLE:             | SUPERVISOR GRANTS AND AWARDS |
| DIVISION               | FINANCIAL SERVICES           |
| SALARY SCHEDULE/GRADE: | II, GRADE 8                  |
| WORK YEAR:             | 260 DAYS                     |
| FLSA STATUS:           | EXEMPT                       |
| JOB CLASS CODE:        | 8040                         |
| BARGAINING UNIT:       | CLAP                         |

#### SCOPE OF RESPONSIBILITIES

Manages the administrative functions related to grants and awards accounting; working toward unit and department goals and guidance in interpretation of established practices and procedures, referring matters to the Executive Administrator Accounting when interpretation of organization policy is necessary.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes managerial responsibilities in the operation of Grants and Awards Accounting

Assists categorically funded program directors in the accounting operation process

Maintains contact with federal, state, and local officials to ensure accounting compliance with program guidelines

Works with Information Technology, Financial Planning and Management, Human Resources, and Payroll and Cash Management to ensure necessary reports are generated for the operation of Grants and Awards Accounting

Works directly with auditors from various agencies when audits are being conducted on federal programs

Supervises the maintenance of adequate controls to ensure accuracy of financial reports and reports are prepared on a timely basis

Supervises and evaluates the performance of all personnel in the unit

Supervises the accounts receivable collection procedures relative to all school food service funds and grants and awards programs

Maintains record of all grant reports both financial and programmatic

Ensures all district grant financial reports are submitted accurately and timely to the appropriate agency

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in Business Administration or equivalent experience in grant accounting

Three (3) years experience in accounting functions

Working knowledge of federal regulations, contracts, and accounting practices

Ability to effectively communicate, meet established deadlines, and work accurately

#### DESIRABLE QUALIFICATIONS

Experience in federal program accounting

Bachelor's Degree in Accounting or Business Administration