



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR GRANTS AND AWARDS ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	235 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8032
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises timely and accurate grants and awards accounting processes to comply with District, state and federal financial requirements. Coordinates grants and awards accounting operations while ensuring efficient processing.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, trains, and evaluates the performance of clerical personnel

Serves as liaison for Information Technology (IT) and new technology applications

Handles inquiries and requests pertaining to grants and awards accounting

Supervises all phases of accounting operations insuring accounting compliance with program guidelines

Provides information to auditors when audits are conducted on federal programs

Assists the manager in meeting special requests to fulfill requests of project directors and other system-wide service office administrators

Assists in various year end closing functions meeting the close-out calendar deadline

Supervises the maintenance of adequate controls to ensure the accuracy of financial reports

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Two (2) years of responsible accounting operations experience

Ability to maintain accurate records and meet established deadlines

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience in a diverse workplace