



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

JOB TITLE:	SUPERVISOR GRANTS AND AWARDS ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8651
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Manages the administrative functions related to Grants and Awards Accounting; work toward department goals and guidance in interpretation of established practices and procedures; refer 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, Budget, 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 on time to the appropriate agency

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 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

Three (3) years of 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
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Experience in a diverse workplace
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