



EMPLOYEE NAME: \_\_\_\_\_

Revised: 11/00; 10/02; 6/06; 3/12; 10/12; 6/18; 12/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Grant Technician, Title III	<b>JOB CODE:</b> 474B
<b>DIVISION:</b> Academic/Teaching & Learning	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Federal Programs	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Supervisor, ESOL, Title III, Title I-C	<b>PAY GRADE:</b> Rank VII (NCT7)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly

**PRIMARY FUNCTION:** Prepares, coordinates, and monitors the annual budget and coordinates budget requirements; administers the process and procedures for spending appropriations; coordinates and processes reimbursements of financial outlays; manages the process and procedure for the use of procurement cards and maintains a tracking system; processes and coordinates payroll transactions and supplemental pay; creates and maintains payroll files and records; coordinates correspondence and updates with appropriate staff; maintains a database and prepares state and local surveys; coordinates travel and registration to conferences and workshops; processes travel reimbursements and staff development stipends.

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None required
3. Experience: 3 years of experience in bookkeeping/financial position
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication skills, bookkeeping procedures; figure aptitude; math skills, technology applications (spreadsheets, databases); typing and word processing

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Prepares, coordinates, and monitors the annual budgets for ESOL, Title III-A, Migrant/Title I-C, International Welcome Center and any other grants that might be added to responsibilities.
3. Coordinates budget requirements and administers the expenditure process, to include reviewing and verifying all check requests, purchase orders and invoices, contract stipulations, discrepancies, and other budget transactions and routes to the supervisor of ESOL, Title III-A, Migrant/Title I-C or appropriate personnel for approval.
4. Prepares and submits county budget adjustments for each grant application.
5. Accumulates, summarizes, and inputs various grant budgets for the Consolidated Grant summary application. Types and files ESOL, Title III-A, Migrant/Title I-C budgetary communications.
6. Routes all check requests, contracts, and other budget transactions with attached supporting documentation to the ESOL, Title III-A, Migrant/Title I-C Supervisor and/or other appropriate school or central office personnel for approval.
7. Prepares necessary contracts and maintains financial tracking for Staff Development, Parent Involvement, and all other ESOL, Title III-A, Migrant/Title I-C state and federal mandates.
8. Assists ESOL, Title III-A, Migrant/Title I-C Supervisor and Secretary in tracking personnel funded through ESOL, Title III-A, Migrant/Title I-C and other grants; coordinates with Payroll on additions/deletions and monitors payroll fund codes for accuracy.
9. Coordinates budget needs and procedures for expenditures with private schools that qualify for Title III funds; maintains close contact for reimbursements with complete documentation.
10. Ensures accurate travel reimbursements to employees in ESOL, Title III-A, Migrant/Title I-C office in compliance with Cobb School District Travel Regulations.
11. Performs additional responsibilities as assigned by Program Supervisor.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_