JOB DESCRIPTION

POSITION TITLE: Grants Support Clerk
JOB CODE: 430Z
DIVISION: Financial Services
SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Accounting Services
WORK DAYS: 218
REPORTS TO: General Accountant
PAY GRADE: NZ00 (Based on NC03)
FLSA: Non-Exempt
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides clerical support to the Grants Accountant in the financial processes of the 21st Century Community Grant. Provides clerical support for other Accounting functions.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; computer skills (Microsoft Word and Excel); math aptitude

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

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
3. Performs clerical duties such as making copies and filing documents related to 21st Century Grants.
4. Contacts schools in regards to grant-related questions and/or verifications.
5. Assists with compiling grant submissions and reports.
6. Creates correspondence related to grants.
7. Assists with compiling data for Title I Consolidation.
8. Assists with other grant duties as assigned.
9. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________________________ Date ____________________________

Signature of Supervisor ________________________________________ Date ____________________________