JOB DESCRIPTION

POSITION TITLE: Accountant, Grants  
DIVISION: Financial Services  
DEPARTMENT: Accounting Services  
REPORTS TO: Director, Accounting Services  
FLSA: Exempt

JOB CODE: 466B  
SALARY SCHEDULE: Professional/Supervisory Support  
WORK DAYS: 238  
PAY GRADE: Rank F (NK06)  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Coordinates and performs accounting activities related to State and Federal Grants for the District; accurately analyzes, evaluates, and prepares reports related to grants.

REQUIREMENTS:

1. Educational Level: Bachelor Degree required in Accounting or related field
2. Certification/License Required: CPA preferred
3. Experience: 3 years of experience in accounting
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; works independently; strong analytical ability; strong organization and computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS); strong understanding of accounting concepts and functions

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. Reviews actual expenditures compared to budgeted expenditures on a recurring basis and reports on budget variances.
3. Ensures that all grants conform to all State and Federal Grant deadlines.
4. Provides support to all CCSD State and Federal Grant Administrators regarding the reporting of grant expenditures.
5. Assists Food Service Accounting Manager in reviewing the financial portion of the charter school applications, financial statements and preparation of the financial analysis for the Board of Education’s review.
6. Prepares all State, Federal and Internal grant financial reports.
7. Attends appropriate training and organizational grant meetings to keep abreast of accounting practices and miscellaneous grant issues.
8. Coordinates, analyzes, and prepares all grant financial data for the annual financial audit and any miscellaneous State Government Audits.
10. Prepares and updates, as needed, financial procedures related to grants.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________________________ Date ______________________

Signature of Supervisor __________________________________________ Date ______________________