**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE: Grants Accounting Manager</th>
<th>JOB CODE: 465C</th>
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<tbody>
<tr>
<td>DIVISION: Financial Services</td>
<td>SALARY SCHEDULE: Professional/Supervisory Support</td>
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<td>DEPARTMENT: Accounting Services</td>
<td>WORK DAYS: 238</td>
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<td>REPORTS TO: Assistant Director, General Ledger</td>
<td>PAY GRADE: Rank D (NK04)</td>
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<td>FLSA: Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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**PRIMARY FUNCTION:** Manages, plans, directs, and evaluates the Procurement Card Manager. 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’s Degree with Accounting (Major) required
2. Certification/License Required: none
3. Experience: 3 years of experience in accounting; supervisory experience preferred
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. Manages and supervises the Procurement Card Specialist position; responsible for completing staff annual evaluation.
3. Ensures that grants conform to all State, Federal and local Grant deadlines. Monitors actual verses budgeted expenditures on a recurring basis and reports on budget variances.
4. Provides support to CCSD State and Federal Grant Administrators regarding the reporting of grant expenditures. Acts as the District administrator for local funded grants by creating appropriate charge code accounts, establishing and preparing budgets, preparing invoices and documentation for reporting and expense reimbursement to the District.
5. Collaborates with 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. Compiles and prepares State, Federal, local and Internal grant financial reports. Prepares accounts receivable billing, GADOE drawdowns, and necessary invoicing for reimbursement of grant expenditures.
7. Attends appropriate training and organizational grant meetings to keep abreast of accounting practices and miscellaneous grant issues.
8. Coordinates, analyzes, and prepares 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. Communicates grant appropriate information to District grant personnel.
12. Performs other duties as assigned by appropriate administrator.