



EMPLOYEE NAME: _____

Created: 11/23

JOB DESCRIPTION

POSITION TITLE: Grant Technician, Accountability	JOB CODE: 474B
DIVISION: Strategy & Accountability	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Accountability, Research & Grants	WORKDAYS: Annual Administrative
REPORTS TO: Assistant Director, Grants & Research	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs responsible financial work and routine clerical duties to maintain financial records and budgets of various grants handled through the Grants & Research office; interact with schools, departments and general public.	

REQUIREMENTS:

1.	Educational Level: Associate degree or two-year college equivalent required in Accounting or related field
2.	Certification/License Required: None
3.	Experience: 3 years of specialized experience in financial position related to accounting, bookkeeping or budgeting
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Strong written and oral communication skills; bookkeeping procedures and skills, figure aptitude, math skills, proficient in Microsoft Office; attention to detail; ability to work independently

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.	Performs fiscal monitoring of purchase orders; monitors budget balances/charge codes/approval signatures.
3.	Assists in responding to budget questions from central office and school employees.
4.	Performs budget clerical functions; assists in preparation for budget meetings, presentations, and various budget reports, documents and manuals.
5.	Assists and supports Assistant Director with input of various state and federal grant budgets for the Consolidated Application.
6.	Reviews and analyzes monthly Financial Services reports and assists in the development of financial forms and procedures.
7.	Coordinates budget needs and procedures for expenditures with private schools that qualify for federal funds maintained by department; maintains close contact for reimbursements with complete documentation.
8.	Maintains files for federally funded grants.
9.	Remains up to date on current grant rules, regulations, policies and procedures on the local, state and federal levels.
10.	Monitors the annual budgets for Title V Part B and any other state and federal grants added to the responsibilities of the department.
11.	Works collaboratively with district and local school personnel.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____