



EMPLOYEE NAME: _____

Created: 12/15; Revised: 6/18 ;9/20

JOB DESCRIPTION

POSITION TITLE: Grant Technician, CTAE	JOB CODE: 474B
DIVISION: Academics – Teaching & Learning	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Applied Learning and Design, CTAE	WORKDAYS: 238
REPORTS TO: Supervisor, CTAE	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: 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 supplemental pay transactions; coordinates correspondence and updates with appropriate staff; coordinates travel and registration to conferences and workshops; processes travel reimbursements and staff development stipends.	

REQUIREMENTS:

1.	Educational Level: Associate degree or two-year college equivalent required in Accounting or related field
2.	Certification/License Required: None
3.	Experience: 2 years of specialized experience in accounting, bookkeeping, budgeting, or CTAE program; experience in administering grant processes and procedures in an education environment preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; Microsoft Office (Excel and Word), Internet, e-mail; works independently; must having a working knowledge of accounting procedures and be familiar with federal and state education grant accounting; understanding of middle and high school Career Technical Educational programming preferred

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 budget for CTAE funds and grants using the CONAPS portal, local financial portal, and internal office spreadsheets; records and accounts for State and Federal CTAE grant funds and selected local expenditures; maintains CTAE charge codes for expenditures and applies them appropriately; monitors financial paperwork to assure compliance of procedures and rules on federal and state funds use.
3.	Coordinates budget requirements and administers the expenditure process, to include creating, reviewing and verifying all district required forms (contract agreements, procurement card purchases, budget adjustments, bid requests, check requests, purchase orders, invoices); resolving discrepancies, and other budget transactions for the CTAE program, routes to the Supervisor of CTAE or appropriate personnel for approval.
4.	Maintains files of all financial correspondence and of reports for federal, state and local funds; establishes internal recordkeeping for varied CTAE funds; maintains the data and records for the programs for which the CTAE supervisor is responsible; reviews monthly Financial Services reports; provides updated financial information to CTAE supervisor; provides a status report of all CTAE expenditures upon request.
5.	Manages procurement card and assists in the initiation and interpretation of contracts for CTAE, to include instructional materials and supplies; develops and manages a tracking system, assists CTAE school personnel in procuring appropriate equipment selections.
6.	Processes and coordinates payroll transactions, supplemental pay, local and state extended day, and extended year for teachers in the CTAE Department, creates and maintains related payroll files and records.

7.	Coordinates mail, telephone communications, and electronic correspondence and updates with schools, and central office personnel; processes all financial and vendor-related correspondence.
8.	Prepares periodic federal and state statistical reports as requested.
9.	Coordinates travel and registration to conferences and workshops; processes travel reimbursement and staff development stipends for the CTAE program.
10.	Remains up to date on current rules, regulations, policies and procedures on the local, state and federal level.
11.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____