



EMPLOYEE NAME: _____

Revised: 9/02; 10/06; 10/12; 6/15; 6/18; 12/19

JOB DESCRIPTION

POSITION TITLE: Grant Technician Title IV-A	JOB CODE: 474B
DIVISION: Academic – Teaching & Learning Support and Specialized Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Student Assistance Programs	WORK DAYS: 238
REPORTS TO: Director, Student Assistance Programs	PAY GRADE: Rank VII (CT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To maintain financial records and budgets of Title IV grant.	

REQUIREMENTS:

1.	Educational Level: High School graduate
2.	Certification/License Required: None
3.	Experience: 3 years of experience in bookkeeping or budgeting
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; bookkeeping procedures and skills, figure aptitude, math skills, technology applications (spread sheets, data bases), typing and word processing; 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.	Opens and routes all financial mail, handles correspondence with vendors and other suppliers.
3.	Coordinates and monitors the annual budgets for the Title IV-A grant.
4.	Monitors budget balances, prepares budget adjustments, and answers budget questions for all accounts.
5.	Coordinates all check requests, purchase orders, contracts and other budget transactions along with stipends, substitute and supplemental pay with attached supporting documentation.
6.	Prepares necessary contracts and maintains financial tracking for all Title IV-A funds.
7.	Reviews and analyzes monthly Financial Services reports and assists in the development of financial forms and procedures.
8.	Coordinates budget needs and procedures for expenditures with private schools that qualify for Title IV-A funds.
9.	Processes registration and travel reimbursements and verifies vendor invoices, resolves any noted discrepancies, and then processes for payment.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____