

FEDERAL GRANT ACCOUNTING SPECIALIST

GREENWOOD SCHOOL DISTRICT 50 JOB DESCRIPTION,

**JOB TITLE: FEDERAL GRANT ACCOUNTING SPECIALIST
BUSINESS OFFICE**

GENERAL STATEMENT OF JOB

This American Rescue Plan's Elementary and Secondary School Emergency Relief Fund (ARP ESSER) Federal Grant Accounting Specialist position is a temporary full-time position. Under limited supervision, monitors these federal grants. Monitors program budgets and performs related fiscal management and reporting. Performs related professional and administrative duties as required. Reports to Director of Finance.

SPECIFIC DUTIES AND RESPONSIBILITIES
ESSENTIAL JOB FUNCTIONS

Monitors and reconciles these federal program applications for these grants to provide funding for District initiatives, programs and projects.

Assists with ensuring program compliance with all applicable federal and state policies, procedures, laws, and regulations.

Monitors activities and funding for the American Rescue Plan's Elementary and Secondary School Emergency Relief Fund (ARP ESSER); prepares purchase orders for schools' materials, travel, consulting, and salaries/stipends/fringes/benefits; reconciles budgets and monitors state's accounting and reporting systems in compliance with South Carolina State Department's approved monitoring tools. Completes federal and state required reports timely.

Assists with program audit and prepares and submits financial records/reports as required.

Prepares purchase orders, expense vouchers, payroll preparation, and journal entries. Conducts budget posts and revisions.

Maintains a master spreadsheet of reimbursement funds for eligible and allowable expenditures.

Compiles data and prepares various statistical, administrative, and professional reports as required by the District, Directors, State Department of Education, and other agencies.

Monitors grant applications and reports, budget documents, meeting agendas, program evaluations, calendars, course descriptions, promotional materials, memos, and other correspondence.

Interacts and communicates with the immediate supervisor, other District administrators, and staff, school administrators and staff, and State Department of Education.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

Monitors and implements other programs and projects in the area of responsibility.

Performs related duties as required.

FEDERAL GRANT ACCOUNTING SPECIALIST

MINIMUM TRAINING AND EXPERIENCE

Requires Associate's degree in bookkeeping; three to five years of experience in accounting or bookkeeping; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess a valid state driver's license.

Bachelor's degree and 5 years' experience in federal grants experience is preferred. Knowledge in the South Carolina Department of Education reporting system and/or Tyler Technologies financial software is a plus.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from a supervisor.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into the computer and prepare reports, correspondence, budgets, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Must be able to speak with poise, voice control, and confidence and to articulate information to others.

Intelligence: Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions in oral, written or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgements in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals, and to determine the time. Must be able to use basic mathematics and practical application of fractions, percentages, ratio, and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

FEDERAL GRANT ACCOUNTING SPECIALIST

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures, and policies of the District as they pertain to the performance of duties of the American Rescue Plan's Elementary and Secondary School Emergency Relief Fund (ARP ESSER) Federal Grant Accounting Specialist. Has knowledge of the functions and interrelationships of the District and other governmental agencies. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to maintain records with confidentiality. Is capable of producing quality work which requires constant attention to detail. Is able to maintain efficient record-keeping systems. Is able to take the initiative to complete the duties of the position without the need for direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret technical and financial reports and records in a concise, clear and effective manner. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high-quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implement decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally.

FEDERAL GRANT ACCOUNTING SPECIALIST

Relationships with Others: Shares knowledge with managers, supervisors, and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to established and maintain goodwill. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routines. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means, and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes your own work.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions undercharge. Recognizes when a particular policy, procedure or strategy does not foster the desired result and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions undercharge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports the achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel undercharge.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.