

Job Title:	GRANTS & ACCOUNTING ASSISTANT	Reports to:	Business Manager
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Performs general accounting functions using the Uniform System of Financial Records Chart of Accounts and is primarily responsible for accurately processing and recording vendor payments and deposits.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists in preparing and inputting District, State, and Federal grant budget figures.
- Oversees all invoicing and collection of payments for tuition students.
- Coordinates all District audits.
- Oversees the following functions of all State and Federal grants including:
 - Application submittal
 - Budget preparation for grant applications (i.e. salary/benefits/proper coding, etc.)
 - Grant revisions
 - Compliance reporting
 - Cash management requests
 - Monitoring and completion of quarterly/mid-year reporting
 - Maintaining Budgets, including expenditures and coding
 - Year-end completion reports
 - Grant deadline management
- Generates and distributes district-wide budget reports (revenue, cash, expense) bi-monthly and/or as requested.
- Back-up for Student Activity Treasurer as needed.
- Reconciles various monthly bank statements and cash reports.
- Monitors expenditure levels, cash balances and revenue receivables on the school district budget.
- Completes District journal entries.
- Reconciles cash to County Schools office monthly.
- Monitors Revenues.
- Timely required posting of budgets online, including District website.
- Maintains District IGA and MOU files.
- Maintains CCR (Central Contractor Registration)
- Assists Business Manager as needed.
- Assists other Business Office positions as needed, including rotation of front desk coverage.
- Oversees annual Business Office trainings.
- Reconciles monthly school lunch revenue reports for deposit to the County Treasurer
- Other Duties as Assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong communication skills, including use of English in both written and verbal form, correct spelling, grammar, and punctuation. Must have courteous telephone manners, the ability to communicate effectively with school personnel, and a good work attitude with a positive and pleasant disposition.
- Knowledge and use of standard office equipment, computer applications, manual and computerized accounting systems, Spreadsheets, and Excel and other Microsoft applications, and ability to perform basic arithmetic calculations, use a calculator by touch. Ability to handle confrontation and conflict without an emotional response

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's Degree Preferred, High School Diploma required
- Bookkeeping/accounting background
- 2 years previous accounting or purchasing experience
- Experience with automated accounting systems

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.