

GRANT ACCOUNTING SPECIALIST

DEFINITION

Performs professional grant accounting duties of a difficult and responsible nature requiring the application of advanced technical knowledge of accounting principles and procedures, with emphasis in governmental accounting, grants, restricted funds, budgets, cost categories, appropriations, and reimbursements.

SUPERVISION EXERCISED AND RECEIVED

Moderate supervision is provided by the appropriate Administrator.

Position may provide direction to lower-level accounting and clerical personnel.

EXAMPLES OF DUTIES

Analyzes, forecasts and plans budgets for specialized programs. Maintains accounting records for specialized program funds and prepares financial reports and claims for reimbursement.

Transfers funds as necessary in managing grant accounts.

Prepares Program Summary Reports for all grants administered.

Ensures that the District is complying with all granting organization provisions in regards to grant accounting and related reporting.

Assists Manager of Grant in fund planning.

Works with Program Directors, District Contract Specialist/Administrators, control agencies, local government and vendors to ensure compliance of regulations for various programs and funds.

Receives and prepares various documentation accordingly for various specialized programs and funds for completeness and compliance with applicable regulations and established procedures.

Coordinates the implementation of accounting for new programs.

Prepares budget for application and amendments of various funds.

Assigns account numbers and verifies Board Slips for certificated and classified employees related to grant accounts.

Creates, designs, calculates and updates combined budget for assigned programs.

EXAMPLES OF DUTIES (continued)

Plans, prepares and updates various budgets for grant proposals.

Prepares final expenditure report for the California Community College Chancellor's office for each grant.

Prepares fiscal year end report for assigned grant budgets.

Maintains complete transaction records for each grant.

Provides information and assistance regarding assigned grants to auditors when necessary.

Establishes new and maintains rollover accounting records and ledgers with accuracy.

Ensures accuracy of grant budgets, reconciles payroll registers, verifies Board report action related to grants and takes corrective action when necessary.

Prepares adjustments to grant estimates in regards to employee salaries and benefits when renewing and writing proposals for grants.

Interfaces with a variety of departments in the course of completing tasks.

May perform lower-level accounting duties as needed.

Provides direction to lower-level accounting and clerical personnel.

Assists in the hiring and training of lower-level staff.

QUALIFICATIONS

Knowledge of:

Spreadsheet and database software.

Specialized fund and grant procedures; rules and regulations of federal, state and local agencies.

County system PBA.

Principles, practices and methods of accounting and auditing.

Statistical and arithmetic presentation of data.

QUALIFICATIONS (continued)

Application of data processing in the maintenance of accounting records and financial administration.

Modern office practices, procedures and equipment.

Ability to:

Make sound decisions and recommendations accordingly. Determine and adopt effective courses of action.

Understand regulations and guidelines for various funds.

Research, analyze and interpret accounting data.

Devise improvements in financial and general administrative procedures.

Prepare concise reports and accounting statements.

Operate a computer, utilizing spreadsheet and database software.

Communicate effectively orally and in writing.

Deal effectively with District personnel, contractors, vendors, auditors and others in a multi-cultural educational environment.

EMPLOYMENT STANDARDS

Minimum Requirements:

Graduation from an accredited college with an A.A. in Business Administration or Accounting and four years increasingly responsible experience in the maintenance of financial and managerial accounting.

Experience in governmental or fund accounting.

Computer software experience.

Desirable Requirements:

Experience with school and/or college accounting structure with total accounting functions.

B.A./B.S. in Accounting or Business Administration.