

Policy GFAFA: Job Description Federal Grant Accountant

Status: DRAFT

Original Adopted Date: 02/11/2019 | **Last Revised Date:** 10/14/2024 | **Last Reviewed Date:** 10/14/2024

Job Description: Federal Grant Accountant

BASIC FUNCTION:

1. The Federal Grant Accountant performs the accounting and financial service functions for programs funded by federal grants.
2. These functions include: preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of individual grants and transactions for compliance with local, state and federal fund requirements, billing and collections, journal entries, and financial grant reporting including preparation of reports for granting authorities and the district's annual report. Position may also be required to verify budget proposals for grant applications.
3. The Federal Grant Accountant provides fiscal service and support for both central office departments as well as individual school personnel.
4. The position will also answer inquiries from federal, state and local agencies concerning federal grant information and effectively communicate complex financial issues to employees, administrators, and auditors.

QUALIFICATIONS FOR POSITION:

1. Bachelor Degree with major in accounting, finance, or related field.
2. Prior experience as an accountant or a similar role.
3. Proficiency in various computer applications including accounting enterprise software, database management software, and spreadsheet/word-processing/email applications.
4. Competent in exercising initiative, independent judgment, and discretion in performing duties.
5. Knows importance of confidentiality.
6. Must have good communication skills; be courteous and diplomatic.
7. Works cooperatively with others.

REPORTS TO:

Business Manager and Federal Programs Director

DUTIES AND RESPONSIBILITIES:

1. Reviews and maintains general ledger accounts and budgets for each federal grant.
2. Prepares necessary journal entries to federal grant general ledger accounts.
3. Performs and documents monthly reconciliation of federal grant general ledger accounts and budgets.
4. Prepares request for reimbursement by general ledger line item from each federal grant on a monthly basis.
5. Prepares documentation of grant expenses, including purchase orders, invoices, check disbursements, and payroll expenses.
6. Reviews federal grant purchases on a daily basis to make sure expenses are in the grant plan and charged against the appropriate grant and fiscal year.
7. Reviews federal grant payroll expenses on a monthly basis to make sure expenses are in the grant plan and charged against the appropriate grant and fiscal year.
8. Updates federal grant budgets as allocations change and grants carryover to next fiscal year.
9. Maintains constant communication with other federal grant stakeholders with respect to available budget balances for each federal grant.
10. Assists with the following: External audits, records research, and special requests.
11. Assists in the preparation of financial statements and reports.
12. Maintains appropriate backup as it relates to grant reporting and requests for reimbursement.
13. Ensures accounting records are in compliance with federal EDGAR requirements.
14. Creates and manages training relating to fiscal compliance for federal grants.
15. Supports Payroll, Accounts Payable and other finance staff as it relates to federal grants.
16. Other duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule based on a teacher's pay scale, at appropriate years of experience, working 232 days. Position may be credited with work experience, if previous employment was in a job requiring skills related to position. Salary incentives will be calculated at the end of each year to be included in the calculation for the next year's salary upon approval by the director pending funding. Incentive scale is listed below:

Licenses	Amount
School Business Administrator	\$3,840.00

This salary will be fully funded by Federal Grants.
