

POSITION DESCRIPTION

Federal Programs Clerical

SECTION I: GENERAL INFORMATION

Position Title: Federal Programs Clerical	Department: Teaching, Learning and Equity
Immediate Supervisor's Position Title: Federal Programs Coordinator	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under limited supervision, the Federal Programs Clerical provides specialized, high-level administrative and financial support, focusing on the complex fiscal management of federal grants, non-public and homeschool programs, and Early Childhood Family Education (ECFE). This role is critical for ensuring meticulous budget oversight, accurate reporting, stringent compliance with funding regulations, and efficient data administration across various financial and student information systems. The Executive Assistant acts as a key liaison, applying strong analytical and problem-solving skills to manage diverse financial lifecycles and contribute significantly to the fiscal integrity of these vital programs.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Manages federal grant financial operations, including weekly budget monitoring, processing bi-weekly payroll reports, and administering stipends for Title programs.
2.	Oversees financial and administrative processes for non-public and homeschool programs, including managing registrations, tracking student status, and ensuring accurate Title funding allocation and uploads.
3.	Prepares and processes monthly Time and Effort Reports, ensuring compliance for employees funded by multiple programs, including detailed monthly reports and semi-annual signature sheets.
4.	Leads the annual grant application process, collaborating with leadership on budget components for submission by deadlines.
5.	Connects with the benefits department to reconcile employee insurance types with funding sources.
6.	Manages funding for non-public counselors and related financial allocations.
7.	Administers foster care transportation agreements, ensuring accurate documentation and processing.
8.	Develops and manages program-specific budgets and expenditure tracking, including fall non-public budgets that require extensive paperwork.
9.	Generates and analyzes various budget reports, maintaining accurate financial data, often requiring reconciliation with system discrepancies.
10.	Reconciles starting balances for specific accounts (e.g., non-public programs), independently investigating and correcting discrepancies.
11.	Manages homeschool program administration, including sending out notifications and uploading required forms to student information systems.
12.	Oversees administrative processes for Early Childhood Family Education (ECFE) programs, including student enrollment, roster management in student information systems, and coordination of supplies.

13.	Develops and maintains complex digital and paper spreadsheets for financial tracking, reporting, and data transfer.
14.	Supports cross-functional teams by providing accurate financial and program data, and resolving related issues.
15.	Performs other related duties as assigned, supporting the overall financial integrity and operational efficiency of the grants and early childhood programs.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum six (6) years of progressively responsible experience in finance, accounting, or executive-level administrative support, demonstrating a strong understanding of financial operations, particularly in grant management or program-specific finance, OR a combination of education and experience totaling seven (7) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:
- Associate's or Bachelor's degree in Business, Accounting, Finance, or a related field is preferred and may substitute for some of the required experience. - Experience in state and/or federal grant management.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:
None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge - In-depth knowledge of federal grant regulations, compliance requirements, and reporting standards. - Thorough understanding of financial accounting principles (GAAP), budgeting, and reconciliation practices. - Expertise in managing budgets for various funding sources (federal, non-public, specific programs). - Advanced proficiency in enterprise financial systems and highly advanced use of Microsoft Excel for complex data modeling, analysis, and reporting. - Familiarity with student information systems and online registration processes. - Understanding of Time and Effort reporting requirements for federally funded positions. - Principles of data integrity and meticulous record-keeping for audit purposes Skills - Exceptional analytical and problem-solving skills for complex financial discrepancies. - Superior spreadsheet development and management for detailed financial tracking and reporting. - Meticulous attention to detail and accuracy in financial processes. - Strong organizational and project management to oversee multiple grants and budgets. - Excellent written and verbal communication for reports and stakeholder collaboration. - Interpret and apply complex federal and state regulations for program compliance. - Proactive identification and resolution of financial and administrative challenges.

Abilities

- Work independently with minimal supervision, demonstrating initiative and efficiency.
- Analyze, interpret, and present complex financial data.
- Quickly adapt to changing federal guidelines, program requirements, and reporting standards.
- Collaborate effectively with cross-functional teams.
- Manage sensitive information with absolute confidentiality.
- Prioritize and manage multiple competing deadlines.
- Contribute to process improvement for financial and administrative workflows.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:**Work can be generally characterized as:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 5/2025

Board Approval:

Reviewed/updated:

Reviewed/updated: