

**Job Title:** GSRP Finance Coordinator

**Classification:** Non-Union Professional, 260-day

**Reports to and**

**Evaluated by:** Accounting Supervisor

**Terms of**

**Employment:** Twelve-month position subject to all rules and regulations covering Non-union professional personnel.

**Supervises:** None

Responsible for Great Start Readiness Program (GSRP) grant project management, on-boarding and training of new subrecipients, compiling financial reports, maintaining accurate records for documentation and compliance, and performing various other financial grant duties.

**Job Qualifications:**

1. Bachelor degree in accounting and/or finance required.
2. Minimum five (5) years' experience in educational business office or other equivalent accounting experience.
3. Proficient at Microsoft Excel and knowledge of other Microsoft Suite products and computerized accounting systems.
4. QuickBooks, Quicken, or Peachtree experience strongly preferred.
5. Familiar with Generally Accepted Accounting Principles (GAAP).
6. High level of project management, organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust and accuracy.
7. Ability to adapt and respond to multiple priorities and demands, adapt to interruptions, work on several projects at the same time, work on tasks requiring accuracy and attention to detail, and handle pressures related to multiple deadlines.
8. Must possess a positive attitude and interpersonal skills to clearly communicate to both internal and external stakeholders.
9. Predictable and reliable attendance, essential.
10. Ability to perform the job on a regular and recurrent basis.
11. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.

**Duties and Responsibilities:**

*GSRP Grant Administration:*

1. Vet prospective grant subrecipients and community-based organizations (CBOs) for financial health prior to partnership.
2. On-board new grant subrecipients and CBOs, including financial training.
3. Provide fiscal coaching to subrecipients and CBOs throughout the grant year.
4. Coordinate and review capital outlay requests.
5. Administer initial budgets and coordinate budget amendments.
6. Responsible for monthly GSRP reimbursement process.
7. Review subrecipient documentation to confirm compliance with grant requirements and allowable costs.

8. Monitor monthly filled slots in coordination with the program office.
9. Assist with the creation and maintenance of a GSRP Fiscal Manual for subrecipients.
10. Answer/advise accounting structure questions for grant administrators in compliance with the Michigan Public School Accounting Manual (Bulletin 1022) and MiLEAP.
11. Extract and provide data from the financial information system to the Director of Fiscal Services, Accounting Supervisor, and administrative team as needed.
12. Serve as the level 4 Nexsys (State of Michigan grant system) contact for GSRP.
13. Work collaboratively to proactively identify areas for improvement and enhancement within grant procurement, management, and post award.
14. Participates in a wide variety of meetings as required (e.g. workshops, district, regional, and statewide committees, seminars, conferences, etc.) for the purpose of conveying information regarding the GSRP grant.
15. Keep the Director of Fiscal Services and the Accounting Supervisor apprised of changes in accounting matters and any problems or issues that may arise.
16. Participates as a team member and fully supports efforts of the business office leadership team for the purpose of building a strong department team that supports district mission, theory of action and strategic plan.
17. Perform other accounting duties and responsibilities as assigned by Accounting Supervisor and Director of Fiscal Services.

Salary: Non-Union Professional, Grade 5, Step 1-12, \$82,650 - \$102,766, commensurate with experience.