
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Approval of Grants & Business Systems Coordinator & Business Office Adjustments

Submitted by: Dennis Baine

Date: 10-14-2024

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 10-21-2024

RECOMMENDATION:

It is recommended the Board approve the addition of a Grants & Business Systems coordinator and other salaried grade realignments to business office staff.

BACKGROUND:

Over the last couple of years, the Kent ISD has been fortunate to take advantage of additional grant opportunities, and expects to continue to expand the number of grants it manages to provide services for our educational partners. In order to provide proper financial management and monitoring of our grants, administration is recommending the addition of a Grants & Business Systems coordinator. This position will be responsible for the budgeting, accounting and monitoring of grants, as well as the administration of our financial information system (MUNIS), and grant subrecipient portal (e-Civis). The intent is to promote Collin Howell from Staff Accountant into this position.

We are also recommending adjustments to additional business office staff. Anna Schutter is our current Budget & Grants Supervisor, and our intent is to change her position to Accounting Supervisor. Anna's reclassification would include additional management responsibilities, and we recommend reclassifying her from Grade 7, Step 3 to Grade 8, Step 4 to align her salary with similar positions in the organization. Our current Payroll & Benefits Supervisor, Pam Suntken, currently plans to retire in June 2025. The intent is to promote Mary Fedewa, our current Benefits coordinator. As we plan to have Mary begin training for the supervisor position along with her current role, we recommend reclassifying her from Grade 5 to Grade 6 until the official transition into the Payroll & Benefits supervisor position. We have included a flow chart of the business office for your reference.

Please let me know if you have any questions.

Attachment(s)

Job Title: Grant & Systems 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 grant project management, processing grant accounting transactions, on-boarding and training for grant administrators, 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. Familiar with Generally Accepted Accounting Principles (GAAP).
5. High level of project management, organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust and accuracy.
6. 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.
7. Must possess a positive attitude and interpersonal skills to clearly communicate to both internal and external stakeholders.
8. Predictable and reliable attendance, essential.
9. Ability to perform the job on a regular and recurrent basis.
10. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.

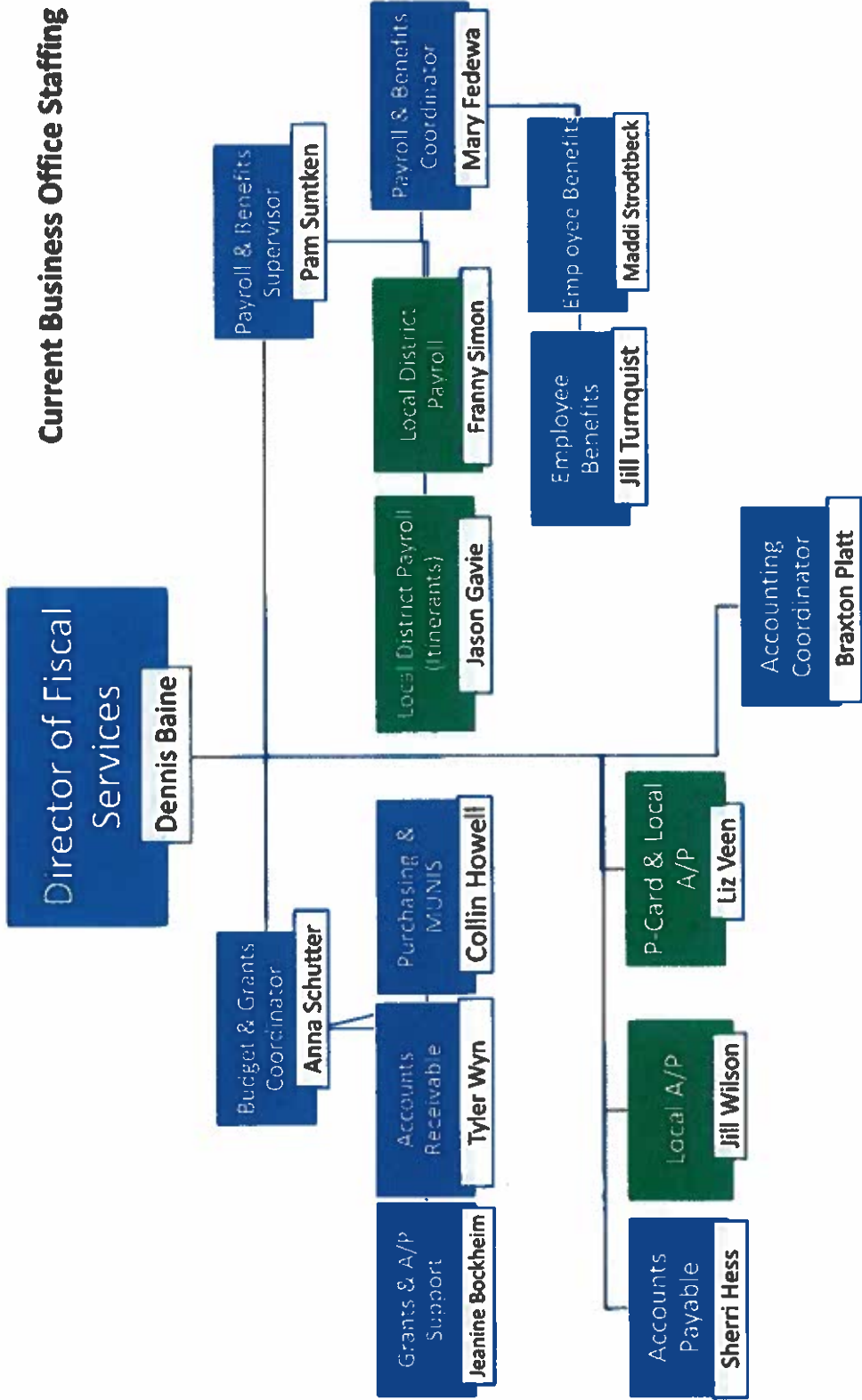
Duties and Responsibilities:

1. Administrator for the e-Civis subrecipient portal.
2. Assist with annual financial statement preparation, and year end accrual entries.
3. Preparation of monthly state aid subrecipient payments.
4. Complete annual VE-4033 CTEIS report for vocational education fund.
5. Assist with monitoring grant accounting and internal controls of the district including reviews of district financial transactions and processes.
6. Assist in the evaluation, design, implementation and ongoing monitoring of subrecipient accounting systems and procedures to improve operational effectiveness.
7. Prepare journal entries.
8. Answer/advise accounting structure questions for grant administrators in compliance with the Michigan Public School Accounting Manual (Bulletin 1022) and the granting agencies.

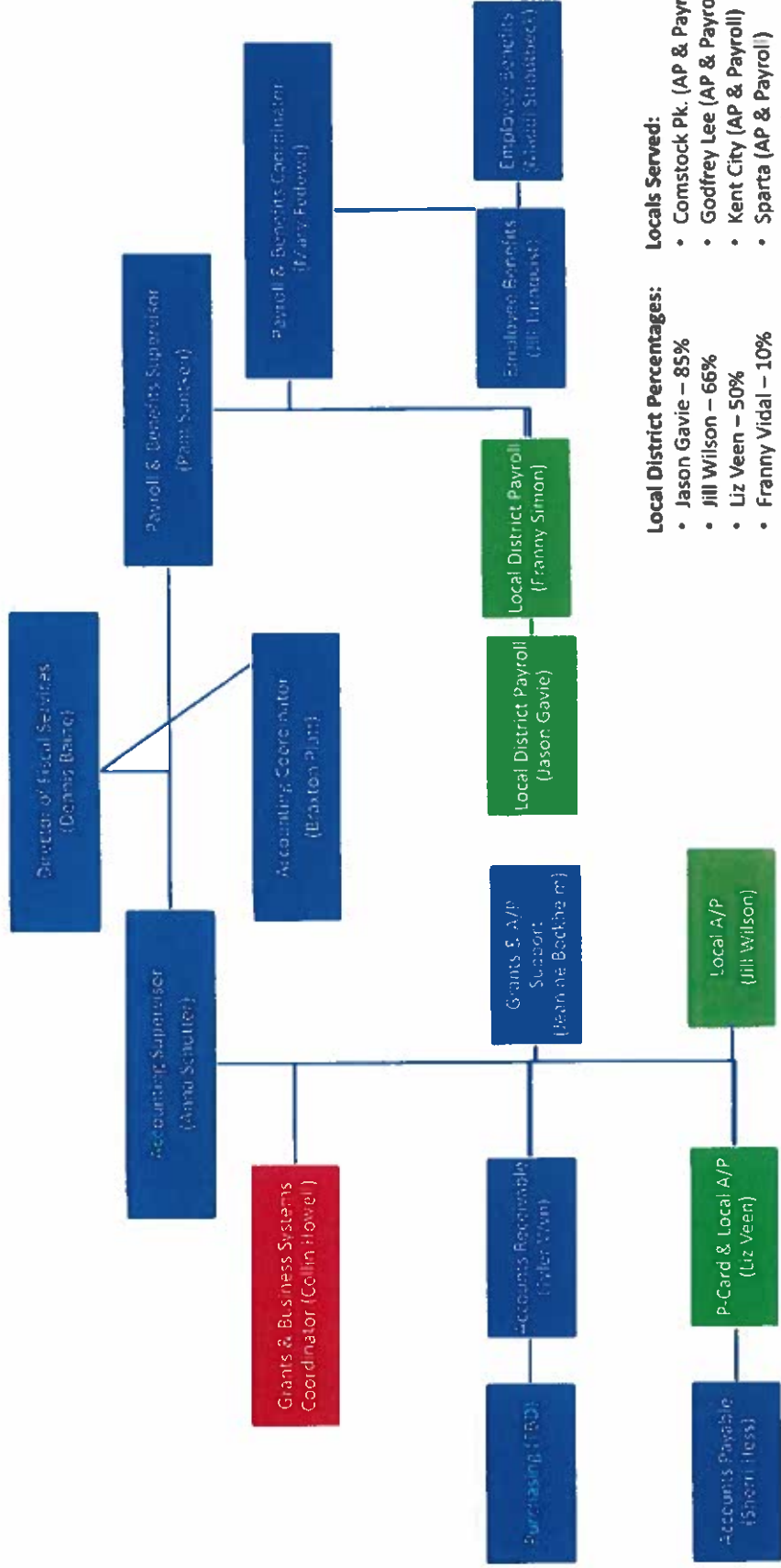
9. Administrator of the financial information system, including upgrades to accounting software and assignment of rights to users.
10. Assist with department grant budget development, grant budget amendments and long-range financial planning.
11. Extract and provide data from the financial information system to the Director of Fiscal Services, Accounting Supervisor, and administrative team as needed.
12. Prepare monthly reports for district and grant administrators.
13. Prepares internal and external financial reports and submits them timely and accurately to granting agencies.
14. Assist with the creation and maintenance of a Financial Services Procedures manual.
15. Maintains the Federal Grant Procedures Manual.
16. Assist with development of training programs and materials for district staff in support of business office grant policies, procedures and protocols.
17. Assist with DS-4513 (Indirect Cost Rate Adjustment) report used to calculate district indirect cost rates.
18. Serve as the backup level 5 Nexsys (MDE grant system) contact for grant reporting and processing.
19. Work with staff across the district to establish standards for business office grant policies and procedures.
20. Work collaboratively to proactively identify areas for improvement and enhancement within grant procurement, management, and post award.
21. 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 a wide variety of subjects required to carry out business office responsibilities.
22. Assist with cross-training of business office staff and assists other business office team members as necessary.
23. Assist with the evaluation, design, implementation and improvement of accounting procedures, processes and systems.
24. Keep the Director of Fiscal Services and the Accounting Supervisor apprised of changes in accounting matters and any problems or issues that may arise.
25. 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.
26. Perform other accounting duties and responsibilities as assigned by Director of Fiscal Services.

Salary: Grade 5, Step 1-12, commensurate with experience.

Current Business Office Staffing



Proposed Business Office Staffing



Local District Percentages:

- Jason Gavie – 85%
- Jill Wilson – 66%
- Liz Veen – 50%
- Franny Vidal – 10%

Locals Served:

- Comstock Pk. (AP & Payroll)
- Godfrey Lee (AP & Payroll)
- Kent City (AP & Payroll)
- Sparta (AP & Payroll)
- CTA (Payroll)