

ST. CHARLES PARISH PUBLIC SCHOOLS JOB
DESCRIPTION

TITLE: Grants Accountant

QUALIFICATIONS: Bachelor's Degree in accounting. Have 3-5 years in governmental accounting experience. Have a significant understanding of accounting functions including accounts payable, general ledger maintenance, purchasing and payroll. Any equivalent experience that would provide the required knowledge, skills and abilities. Considerable knowledge of accepted theories and principles of accounting and methods of evaluating financial performance such as income statement preparation and analysis, variance analysis, and cost benefit analysis. Knowledge of School Board policies, Federal, and Local laws and regulations governing School Board business. Ability to detect and reconcile discrepancies in accounting transactions and financial reports; to discern problems in internal control and other areas of the accounting system and recommend revisions; to learn advanced usage of computer systems applications for financial management.

REPORTS TO: Business Manager

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee(s) to this job.

PERFORMANCE RESPONSIBILITY

1.0 OPERATIONAL DUTIES

- 1.1 Maintain detailed records of grant-related transactions, expenditures and revenues.
- 1.2 Prepare accurate and timely financial reports for grant funding agencies and internal stakeholders.
- 1.3 Track grant budgets and ensure alignment with the budget allocation to prevent overspending.
- 1.4 Monitor grant expenditures and ensure compliance with funding agency requirements and internal policies.
- 1.5 Prepare and submit grant reports to funding agencies and track deadlines.
- 1.6 Maintain compliance with grant terms and conditions, and relevant laws and regulations.
- 1.7 Prepare for and assist with grant audits.
- 1.8 Ensure that financial records are properly maintained and readily available for audits.

- 1.9 Assist with accounts payable and accounts receivable processes related to grants.
- 1.10 Support budget planning and analysis, and assist with pre-award and post-award budgeting.
- 1.11 Work closely with grant administrators and program staff to understand grant requirements, and to ensure accurate and timely reporting and submissions.
- 1.12 Prepare the yearly Schedule of Expenditures of Federal Awards.
- 1.13 Perform other accounting or grant related work, as deemed necessary or as assigned.
- 1.16 Collaborate with the other members of the Business Office to ensure accurate and efficient financial operations.

2.0 LEADERSHIP

- 2.1 Delivers in-service training and staff development for target audiences at the school and district levels.

3.0 PROFESSIONAL DEVELOPMENT

- 3.1 Improves personal performance and leadership skills through professional development opportunities, coursework, and/or professional association to ensure continued personal development/growth and District improvement.
- 3.2 Develops and implements a professional growth plan related to job responsibilities and aligned with District priorities and plans for own professional growth and continuing education.
- 3.3 Remains familiar with current practices and research within assigned responsibilities and applies practices for improvement.

4.0 PROFESSIONAL ENGAGEMENT

- 4.1 Consistently demonstrates customer excellence standards.
- 4.2 Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- 4.3 Minimizes bias in self and others and accepts responsibility for his/her own actions.
- 4.4 Develops and maintains a safe and caring environment for all of our customers.
- 4.5 Accepts and recognizes the value of the contribution of others.

- 4.6 Treats all stakeholders in a respectful and helpful manner.
- 4.7 Uses verbal and non-verbal communication in a manner respectful of others.
- 4.8 Displays confident posture and maintains self-control.
- 4.9 Uses active listening skills.
- 4.10 Demonstrates positive support through actions and words as an ambassador of the schools and district.
- 4.11 Writes and speaks clearly and concisely so that the message is understood.
- 4.12 Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- 4.13 Accepts and uses constructive feedback.
- 4.14 Demonstrates skill in giving and receiving feedback.
- 4.15 Develops leadership and responsibility in colleagues and students if applicable.
- 4.16 Makes wise and appropriate decisions after identifying and analyzing relevant information.
- 4.17 Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- 4.18 Uses proper administrative procedures for making requests and resolving conflicts.
- 4.19 Cooperates with building and district staff in planning and evaluation.
- 4.20 Attends and constructively participates in meetings and professional development activities.
- 4.21 Dresses for success according to job responsibilities.
- 4.22 Follows directives as assigned by supervisor.
- 4.23 Cooperates with administration in the performance of additional duties.
- 4.24 Completes tasks, reports, and document accurately according to specified timelines and expectations.

- 4.25 Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- 4.26 Adheres to ethical, legal and professional standards.
- 4.27 Refrains from revealing confidential information.
- 4.28 Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, speak, hear and sometimes sit. Occasionally the employee will bend or twist at the neck more than the average person, reach with his/her hands and arms, and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision and distance vision.

The job requires the ability to handle and balance multiple demands at the same time.

WORK ENVIRONMENT: *The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This job is performed in a generally clean and healthy environment.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the St. Charles Parish Personnel Evaluation Plan and that a copy has been made available for my signature.

ST. CHARLES

Signature

Date