

TITLE: Grant Accountant

REPORTS TO: Director of Finance & Operations

LOCATION OF WORK: Conference Center

POSITION TYPE: Full-time, 260 Day, 7.5 to 8 hours per day

CLASSIFICATION: Non-union, Exempt

POSITION SUMMARY:

- The Grant Accountant performs various grant-related functions and assists the Director of Finance and Operations and District Grant Administrators with the development, application, monitoring and fiscal compliance of VBISD grants.

QUALIFICATIONS:

Education:

- Minimum of a Bachelor's Degree in accounting, business administration or other related field deemed appropriate.

Work Experience:

- Three (3) years of accounting experience with school accounting or grant administration preferred.

Skills:

- Knowledge of general principles of accounting and financial reporting.
- Experience and proficiency in Excel, Word and/or Google Docs is required.
- Strong analytical, research and mathematical aptitude
- Work well in a team environment.
- Excellent organization skills
- Dependable and able to handle confidential information with discretion
- Effective communication skills, both written and verbal

ESSENTIAL JOB FUNCTIONS:

- Perform accounting for grants received by the District including the creation and maintenance of the general ledger in accordance with Generally Accepted Accounting Principles (GAAP), Michigan Department of Education Accounting and Auditing Manual and Federal Uniform Guidance.
- Implement and monitor procedures to communicate, educate and ensure compliance with the internal policies and any other applicable grant regulations. Includes review and update of the business office procedures manual related to grant administration.

- Regularly meet and work with grant administrators to develop and/or review fiscal school year and grant year budgets and review planned and actual expenditure activity for adherence to grant award approval and timeframe.
- Calculate and record adjustments for labor distribution changes including related fringe benefits calculations.
- Prepare invoices and cash requests for federal funds.
- Close out grants and file any required financial reports including final expenditure reports with the State.
- Complete the annual Schedule of Expenditures of Federal Awards (SEFA) included in the Annual Financial Audit.
- Prepare required audit work papers for annual, state, federal, local or internal requests.
- Ensure fixed assets purchased with grant funds are tagged and inventoried in the fixed asset system. Conduct physical inventory in compliance with District policy.
- Compute, prepare, and submit the annual indirect cost rate report to the State of Michigan.
- Establish and maintain a current grant status listing including beginning and ending grant dates
- Coordinate with Director of Finance & Operations, or designee, for all grants budgeting, budget revisions, accounting, reporting and cash flow.
- Stay abreast of federal state, local and district statutes, policies, regulations and procedures concerning grants
- Provide assistance to and communicate with state, federal, and local administrators with grant applications, budgets, reports and overall administration of the grants, as needed.
- Other duties as assigned which are necessary to maintain the District's efficiency.

This posting and our online application can be found on the Van Buren ISD's website at www.vbisd.org under "employment." If you do not have access to a computer with internet access, you may use a computer at VBISD by calling 269-539-5218.

Position is open until filled.

Applications are viewed daily for open positions and should be submitted as soon as possible.

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex (including sexual orientation or transgender identity), disability, age, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes"), be allowed in its programs and activities, including employment opportunities. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Katy Holverstott, Director of Special Education, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.