INTERNAL/EXTERNAL

POSITION: Grant Accounting Supervisor

SUMMARY: To assist the Director of Finance in the efficient and effective administration of the fiscal affairs relating to grants of the school district in such a way as to provide the best educational services. This is a full-time position requiring flexible hours including evening and weekend hours as a regular part of the position (dependent upon needs of the program).

QUALIFICATIONS: Bachelors Degree in appropriate field or an equivalent number of credit hours towards Bachelors Degree in appropriate field and three (3) to (5) years qualifying experience; or equivalent combination of education and experience. Masters Degree or CPA preferred.

PRIMARY DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Work effectively with numbers; handle stress effectively; provide leadership in a team environment.
- Contribute to a positive work culture.
- Liaison between the Finance office and ISD departments ensuring proper communication flow with grant accounting.
- Provide accounting and computer services essential to the preparation, administration, supervision, and control of grant budgets.
- Responsible for assigning proper account numbers to grant revenues and expenditures.
- Update, monitor, and help prepare original budgets and all budget modifications in relation to grants.
- Guide, support and lead the preparation of external reports; monitor and audit the financial portion of Federal and State Grants; maintain audit files.
- Play a key role in the audits of all grant accounts and records annually by an independent, certified public accountant selected by the Board and provide information to them as requested.
- Promote and be actively involved in implementing management programs/philosophies.
- Compile and analyze financial information; accounts in general ledger.
- Verify and input all grant related journal entry requests.
- Prepare and implement all grant cash requests on a monthly basis.
- Prepare district grant financial reports; ensure all reports meet State, Local, Federal and In-District reporting requirements.
- Assist in the day-to-day business operations of the district; assist with business office operations.
- Participate in workshops/conferences as directed, including travel as necessary.
- Assist in special projects and assignments.
- Be present in buildings with regular and continued attendance and punctuality.
- Follow all Board Policies, Staff Handbook and Administrative Guidelines.
Position Opening

**INTERNAL/EXTERNAL**

**SALARY:** BAISD Administrative salary schedule, strand D. Commensurate with candidate’s educational and experience background.

**DATE OF POSTING:** July 25, 2023  
**APPLICATION DEADLINE:** Until Filled

**APPLICATION PROCEDURE:** Cover letter, resume, transcripts and certifications must be submitted via the employment link at:

www.baisd.net

---

Policy Against Discrimination and Retaliation (Title II, Title VI, Title VII, Title IX, Section 504)

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

Grievance Procedure: If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address: Becky Smith, Director of Human Resources, Civil Rights Coordinator, Bay-Arenac ISD, 4228 Two Mile Road, Bay City, MI 48706, 989-667-3201.