TITLE: Business Office Specialist - Grants

REPORTS TO: Director of Business Services/CFO

Overall Summary: Under the general supervision of the Director Business Servicers/CFO, the Business Office Specialist – Grants will be responsible for providing fiscal grant services to Shiawassee RESD and local school districts. This includes but is not limited to, seeking continuous improvement of services provided; seeking to satisfy partner and customer needs within the parameters of current goals; and contributing to the goal to make Shiawassee RESD the employer of choice of current and future staff as well as the provider of choice of local educational agencies and all other customers.

General Responsibilities:

- Perform duties related to grant submissions, grant draw down requests, grant maintenance and grant expenditure processing.
- Maintain current knowledge of all applicable laws and regulations regarding Federal and State grants.
- Ability to communicate and work effectively with administration, professional and support staff, municipal agencies and other organizations as required.

Specific Responsibilities:

- Assist with the facilitation of the annual financial audit data collection and reporting with grants (single audits)
- Complete compliance reporting for Federal and State grant funding sources
- Submit grant information through various State and Federal reporting systems
- Review and maintain all supporting documentation related to grant expenditures (semi-annual certifications, grant expenditure requests)
- Monitor grant budgets to ensure complete utilization of funding
- Work with human resources and payroll processors to ensure that employee coding for funding is allocated correctly within the human resources system
- Complete quarterly Medicaid reporting with the fiscal services specialist
- Complete IFER/FER or other final reporting as required
- Submit budget modifications for grants during modification periods
- Assist in the development of grant budgets with department supervisors
- Develop and maintain grant account code structures in conformity with district fiscal policy
- Review grant budgets with department supervisors on a regular basis
- Compile special financial reports and questionnaires

Knowledge, Skills, Abilities and Competencies Required:

- Bachelor’s degree in Business, Business Administration, Accounting or Finance is preferred.
- Required a high degree of diplomacy and the ability to work with persons in all types of positions.
- Makes decisions that required a high level of problem-solving skills due to the complexity and or broad scope of incumbent responsibility.
• Accuracy with figures and ability to analyze, communicate and explain financial data and reports to non-financial personnel.

**Working Conditions:** Normal working environment. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk. Occasional county travel may be required.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

**Salary:** Compensation commensurate with experience. Comprehensive fringe benefits package. Twelve (12) month position.