Grant & Compliance Specialist  
Business Office - Administration Building  
Executive Assistant  
Grade D ($61,694.00 - $73,888.00)  
12 Month (year round), full-time

Scope of Responsibilities

Functions as the grant expert for all financial aspects of federal, state and local grants. Provides leadership in grant financial planning and decision making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for managing all the financial aspects of federal, state, and local grants.
2. Prepares application budgets and final cost reports as required by various grant agencies. Coordinates deadlines with various departments.
3. Designs grant mapping schedules for grant administrators, departments, and building principals and secretaries to view approved grant budget and account numbers.
4. Monitors budget for all federal, state, and local grants. Verify grant expenditures are proper, allowable, and correctly charged to the correct account number & function/object per approved budget.
5. Calculates budgets, including carryover funds. Works with grant administrators, departments, & building principals in developing various grant budgets. Reviews budgets for allowable costs and recommends changes.
6. Complies with federal, state, and local grant requirements by studying existing and new rules, anticipating future rules, enforcing adherence to requirements, and advising Chief Financial Officer, Grant Administrators on needed actions.
7. Performs drawdowns/reimbursement requests for federal, state, and local grants (monthly & quarterly) for various grant agencies.
8. Works with various grant agencies in achieving budget approval.
9. Responsible for grant audit workpapers and SEFA report for Single Audit. Works with auditors to answer questions and prepare additional information as needed.
10. Controls grant salary expenditures in accordance with budgetary provisions through position control records.
11. Serves as the Level 5 Authorized Official and Accounting Entity Certifier for District within NexSys & MEGS+ Systems to initiate, complete, and submit federal and state grant applications and reports.
13. Responsible for At Risk budget and reporting.
14. Train administrators and building secretaries on grant mapping schedules, expenditures transfers, inventory, and split-funded staff documentation.
15. Coordinates the inventory and tagging of assets purchased with federal funds.
16. Prepares and accounts for semi-annual staff certification forms for federally funded staff. Request Personnel Activity Reports (PARs) for federally split-funded staff.
17. Responsible for the accounting of fixed assets.
18. Prepares bank reconciliations, including bond investment accounts.
19. Reconcile HSA and benefit payments.
20. Analyzes financial computer reports and prepares necessary accounting entries with appropriate audit trail.
21. Supports other departments in writing, submitting, and monitoring non-governmental grants as needed.
22. Anticipate issues, problems, and needs from colleagues and proactively addresses them before they are asked.
23. Works with staff to identify, analyze, and solve various accounting problems/questions.
25. Assist in design and implementation of Munis conversion & upgrade.
27. Performs other duties as assigned.

MINIMUM QUALIFICATIONS
1. Bachelor’s degree in Business Administration with a major in accounting or equivalent experience.
3. Evidence of a working knowledge of data processing.
5. Excellent communication skills.
6. Ability to work effectively in stressful situations.
7. Evidence of a desirable work record (high accuracy, low absenteeism, flexibility and good performance).

DESIRABLE QUALIFICATIONS
1. Prior experience working with large data processing systems.
2. Previous school district and/or grant accounting experience.

Please apply online at www.kpsjobs.com

Position will be posted until filled
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