



## GRANTS MANAGER

### GENERAL RESPONSIBILITIES

Provide leadership and direction for programs funded by federal, state, and other funds; oversee the financial administration of federal, state, and other grants; ensure that program staff accomplish their approved program initiatives and that the school division meets compliance and reporting requirements. Oversee the grant development process; evaluate grant budget requests; conduct research; prepare reports and perform budget analysis duties as assigned by the Chief Financial Officer or his/her designee.

### ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor.
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.
- Serve as a liaison with principals and other departments on issues regarding grants.
- Monitor interventions and programs funded by grants to ensure compliance with grantor guidelines.
- Assign certain grants and/or related responsibilities to individual budget analysts and coordinate their activities related to the grants assigned.
- Assist in evaluating the fiscal administration of grant programs.
- Oversee the preparation and timely submission of grant applications, application amendments, and budget transfers.
- Monitor, input, review, and approve federal grant data in the State OMEGA system.
- Coordinate staffing levels related to grants for input into the Position Management System.
- Work collaboratively with instructional grant personnel to ensure compliance with private school participation requirements of Every Student Succeeds Act.
- Perform related work as required.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of grant processes including accounting and financial reporting. Proficient in the use of financial management software to include spreadsheets and databases, required. Ability to interpret complex grant funding requirements, submissions, and budget projections; ability to interpret federal, state, and local government laws and regulations regarding grant administration; ability to review the work of others to ensure conformance to standards; ability to communicate effectively across a broad spectrum of staff, both orally and in writing required.

### EDUCATION AND EXPERIENCE

**Required:** Bachelor's Degree with a concentration in accounting or finance. Previous experience in grants financial management, finance, accounting, and/or auditing.

**Preferred:** Experience in an educational setting.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, and reaching. Occasional standing, bending, stooping, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/11, 7/20, 6/21
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