

## Job Description

**Job Title:** Grant Accounts Analyst

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Supervisor of Accounting

**Pay Grade:** 41

**Contract Length:** 245 Days

### **Job Summary**

This position is responsible for the accounting and financial service functions for programs funded by grants or special revenue. These functions include preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal fund requirements, billing and collections, journal entries, and financial grant reporting including preparation of reports for granting authorities and the district's annual report. Position may also be required to verify budget proposals for grant applications.

### **Essential Duties**

1. Plans, organizes, and coordinates the centralized accounting and financial reporting for assigned grant portfolios, including: preparing annual and project budgets.
2. Facilitate appropriate assignment of grant funds based on strategic spending plan and coordinate adjustments to grant appropriations as needs change.
3. Coordinate and oversee the preparation and timely submission of grant applications and application amendments.
4. Ensures and participates in the creation of grant projects, expense and revenue general ledger accounts (to include internal and external transfers) and budgets in the MUNIS system.
5. Prepares or assists in the preparation of all applicable fiscal reports to include monthly reports detailing expenditures and compiling all appropriate support for reimbursement and audit purposes for sponsored grant programs and ensures the timely submission thereof.
6. Prepares and submits reimbursement requests through the OMEGA system or as required by the grantor on a timely basis and records the revenue in the financial system.
7. Coordinates with key personnel at all levels of the district to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines.
8. Ensures compliance with and stays abreast of current regulations and procedures related to federal, state and local program regulations.
9. Answers inquiries from external auditors and federal, state and local agencies concerning grant information and communicates complex financial issues to employees, administrators, auditors and granting agencies.
10. Engages with the Virginia Department of Education, as appropriate, to address issues and concerns.
11. Compiles monthly reconciliations between OMEGA and MUNIS and monthly grants report summarizing expenses, cash receipts, MUNIS and OMEGA balances and other relevant grant information.
12. Maintains complete records of all grants from inception to closure.
13. Performs other duties as assigned by the Supervisor of Accounting.

(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.)

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's degree with major coursework in accounting, finance, business or public administration and at least two years of relevant experience or any equivalent combination of experience or training. Specific grants experience and familiarity with the OMEGA system is a plus. Skilled in the use of financial management systems for business transactions and basic database maintenance. Must exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability understand and follow oral and written

directions; ability to establish and follow detail work procedures; ability to reconcile accounts and to perform mathematical computations with speed and accuracy. Demonstrated ability in the use of financial systems at the transaction level and the use of Microsoft Office products.

**Working Conditions & Physical Requirements**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Work Environment**

Work is performed in an office environment. While performing the duties of this job, the employee may be required to attend both regular and scheduled meetings and events, some of which may take place outside of regular working hours.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Accounting

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Grant Accounts Analyst will be required to follow any other instructions and to perform any other related duties as assigned by Supervisor of Accounting or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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