

## ACCOUNTING & GRANTS FISCAL COMPLIANCE SPECIALIST

<b>Job Title:</b>	Accounting & Grants Fiscal Compliance Specialist
<b>Initial:</b>	July 7, 2009
<b>Revised:</b>	November 20, 2023
<b>Work Year:</b>	Full Year
<b>Office:</b>	Business
<b>Department:</b>	Accounting
<b>Reports To:</b>	Accounting Group Manager
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Professional Technical Range 3

### Related Organization Chart



**POSITION SUMMARY:** The Accounting & Grants Fiscal Compliance Specialist establishes and maintains fiscal record keeping systems for all grant-funded projects, monitors grant budgets and cash flow to assure funds are being received and expended appropriately, and establishes budgets with program administrators.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Coordinates cost factors, receipts and budget administration, ensures compliance with state and federal laws and regulations and Board policies, and maintain knowledge of legal and regulatory changes.
- Prepare interim and final fiscal reports to funding agencies. Act as authorized fiscal representative for the district.
- Provide assistance, support and training for administrative staff, whose locations have grant awards.
- Establish budgets with program administrators. Coordinate cost factors, receipts and budget administration.
- Ensure compliance with state/federal laws, regulations and Board policies.
- Provide oversight of grants, as the Administrative Unit, awarded to the district on behalf of the Charter Schools, to ensure compliance.
- Maintain knowledge of legal and regulatory changes.
- Reconciliation of balance sheet accounts related to grant funds.
- Provide training and support to school administrative staff in regard to accounting policies and procedures.
- Acts as a resource for various accounting issues, including training, demonstrating and answering questions in regards to grants.
- Contribute to the overall success of the Finance Department

- Maintain Average or Higher on all performance reviews.
- Perform other duties as assigned.

**Supervision & Technical Responsibilities:**

- There are no supervision duties for this position.

**Budget Responsibility:**

- Directly responsible for developing and managing budgets related to grants.

**QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

**Education & Training:**

- Bachelor's degree or equivalent preferred or advanced training in accounting

**Experience:**

- Accounting and/or grant accounting environment preferred.

**Knowledge Skills & Abilities:**

- Writing, communication, basic math, interpersonal, decision-making, analytical and accounting skills.
- Knowledge of accounting procedures, externally funded programs and accounting requirements.
- Demonstrated ability to use spreadsheets (MS Excel) and database (MS Access) software.  
Operating knowledge of other computer software such as Word, Outlook, Adobe Acrobat and accounting systems preferred.
- Knowledge of State and Federal grant award regulations.

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills and compile. Occasionally required to copy and negotiate.