

# DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

**Job Title:** Grants Fiscal Coordinator  
**Job Family:** Financial services  
**Department:** Student Services  
**Typical Work Year:** 12 months

**Pay Grade:** Administrative  
**FLSA Status:** Exempt  
**Prepared Date:** September 15, 2017  
**Salary Range:** C

**SUMMARY:** Provide grants fiscal management assistance and oversight to the school district. Monitor fiscal expenditures related to grants and ensure compliance with local, state, and federal guidelines. Provide administrative function and accounting for pre and post award activities by managing a defined portfolio of grant funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Manage grants from Federal, State, and other sources
- Serve as a liaison between grantors and grantees to ensure compliance with state and federal regulations
- Assist in developing grant applications and related documents such as required reports, budgets, specific inquiries, etc.
- Monitor the financial management of grants such as expenditures, etc. for the purpose of complying with all program and funding guidelines of awarding organizations
- Establish grant accounts and budgets by reviewing contracts, analyzing award documents and accurately preparing budget in the electronic financial system to ensure accurate data entry
- Provide technical assistance to various departments and schools to help them understand and implement the fiscal requirements of various grants, including interpretation of federal and state statutes, federal and state regulations, OMB Circulars, EDGAR, and audit compliance guidelines
- Prepare training materials and presentations on fiscal management in relation to State and Federal grants for department and school personnel as needed
- Process Requests for Funds and all required Grant reports. Maintain Accounts Receivables
- Provide information on the state determined Indirect Cost rate with applicable federal, state, and local agencies as required. Apply indirect costs as necessary
- Assist in the creation and upkeep of the Grants Fiscal databases
- Reconcile end-of-year reports of expenditures to budgets and prepare financial reports required for grant program managers, Chief of Student Services, and any relevant party
- Be the lead for all audits and reviews related to grants
- Perform other duties as assigned

**EDUCATION AND TRAINING** Minimum: Bachelor's degree of related subject from accredited university, or equivalent experience. Educational emphasis in accounting preferred; would consider educational emphasis in government planning, non-profit administration, and law.

**EXPERIENCE:** Minimum of five years experience in accounting, financial reporting, book-keeping, and/or auditing.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

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

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of grants fund accounting, reconciliation, audit procedures
- Knowledge Generally Accepted Accounting Principles (GAAP), and tax laws and regulations preferred
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Oral and written communication skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of current district financial programs preferred; required within 3 months after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Chief of Student Services

**Direct Reports:** none

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Responsible for assisting the Student Services Division with assigned budgets.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that 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 to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	