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|  | **JOB TITLE** | FEDERAL AND STATE PROGRAM SPECIALIST |
| **REPORTS TO** | CHIEF FINANCIAL OFFICER |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7181 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Bachelor’s Degree in Business, Accounting or a related area required. |
| Two years of bookkeeping and/or accounting experience.  |
| Two years of experience in federal and state programs preferred. |

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| **POSITION SUMMARY** |
| Maintain the financial records for assigned programs and activities, preparing appropriate journal and general ledger entries and preparing appropriate accounting reports and financial statements for long-term and short-term strategic planning. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Provide administrative support of federal and state grants programs. |
| Provide administrative support for School Activity Funds. |
| Prepare and monitors federal and state program budgets.  |
| Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures. |
| Prepare training resources for grant training and conduct training for grant managers and team members. |
| Prepare requests to grantors for reimbursement of grant expenditures. |
| Manage the annual audit preparation of grant documents, including the Schedule of Expenditures of Federal Awards (SEFA). |
| Review grant expenditures for alignment to the budget. |
| Collaborate with appropriate personnel regarding terms and conditions of grant awards. |
| Manage quarterly and annual Medicaid billing practices. |
| Apply and explain rules, regulations, policies and procedures involved in assigned activities. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of GMAP. |
| Ability to apply bookkeeping and financial record keeping principles to the maintenance of assigned accounting records.  |
| Knowledge of basic accounting practices, procedures and terminology. |
| Knowledge of financial and statistical record-keeping techniques. |
| Strong organizational skills and proven ability to communicate effectively orally and in writing.  |
| High detail orientation; self-directed and self-motivated; able to work in a fast paced environment. |
| Skills in problem solving and decision making. |

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| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions.  |
| Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.  |