



~~NEW/REVISED:~~
07/01/201511/27/18

JOB TITLE:	COORDINATOR GRANTS AND AWARDS ACCOUNTING
DIVISION	BUSINESS SERVICES FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 235 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8032
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises timely and accurate grants and awards accounting processes to comply with district, state and federal financial requirements. Coordinates grants and awards accounting operations while ensuring efficient processing.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervise, train, and evaluate the performance of clerical personnel.

Serves as liaison for management information services and new technology applications.

Handles inquiries and requests pertaining to grants and awards accounting.

Supervises all phases of accounting operations insuring accounting compliance with program guidelines.

Provides information to auditors when audits are conducted on federal programs.

Assists the manager in meeting special requests to fulfill requests of project directors and other systemwide service office administrators.

Assists in various year end closing functions meeting the close-out calendar deadline.

Supervises the maintenance of adequate controls to ensure the accuracy of financial reports.

Performs other duties as assigned by the ~~Manager~~Supervisor Grants and Awards Accounting.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Two (2) years responsible accounting operations experience

Ability to maintain accurate records and meet established deadlines.

Ability to communicate effectively

DESIRABLE QUALIFICATIONS

Bachelor's degree