

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Project Accountant – Grants

Reports to: General Ledger Accountant; Business Services

POSITION SUMMARY

Preparation and maintenance of financial accounting for all Federal, State, and local grants, including budget to actual expenditure variances/expenditure projections, and year-end reporting,

ESSENTIAL DUTIES & RESPONSIBILITIES

- M 30% Gather in-house financial data, analyze & report budget to actual variance, and prepare monthly and year-end State and Federal financial documents/reports. Provide consultation to District Grant Administrators and CFO on findings and/or suggestions for improvements. Prepare funds requests to CDE for grant funding.
- D 20% Serves as a point of contact with District stakeholders for grant-related training, proper accounting principals, general information, financial reporting and budgetary assistance.
- M 15% Conduct analyses of grant employee' salary and benefits to ensure compliance with State and Federal policies and provide detail documentation for year-end financial reporting to Colorado Department of Education and Colorado Community College System.
- A 20% Performs internal audits of schools, departments and charter schools, as well as reviews for district policy compliance.
- D 10% Supervise all work from school, district and charter school bookkeepers. Serving as direct link to assist in training, Board policies, proper account code usage and resolving financial issues via telephone or in person. Maintains a telephone hotline.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Accounting.

MINIMUM EXPERIENCE

Three years Public Sector Accounting, Budgeting or Auditing, preferably with a Colorado School District.

SKILL REQUIREMENTS

Computer applications: Microsoft Office; financial software; Oracle.
Knowledge of governmental & generally accepted accounting principles.
Problem solving, organizational & analytical skills.
Advanced oral and written communication skills.

GENERAL EXPECTATIONS

Is flexible.
Pays attention to detail and has high problem-solving skills.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community as well as the public at large.
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION

Valid Colorado Driver's License.

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to forty (40) pounds.
Frequent bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES - None.

WAGE SCHEDULE – Prof/Tech Range1

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.