

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### STATE AND FEDERAL PROGRAMS AND GRANTS PROJECT ADMINISTRATOR

**SALARY SCHEDULE: ADMINISTRATIVE – H**

**FINANCIAL SERVICES 9038**

**QUALIFICATIONS:**

- (1) Bachelor's Degree or higher with a major in Accounting or Finance.
- (2) Minimum of three (3) years' experience in the provision of budget, finance, accounting or auditing, preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to utilize software applications with proficiency in Microsoft Office products and web based accounting software. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of generally accepted accounting principles, terminology and governmental accounting standards. Ability to plan, organize, analyze and prioritize to meet deadlines. Effective oral and written communication skills. Knowledge and ability to keep budget and financial records in an accurate manner. Ability to work independently or cooperatively with others as part of a team.

**REPORTS TO:**

Supervisor of State & Federal Programs

#### JOB GOAL

To provide accurate budget and accounting, monitoring, and auditing services to all District schools and departments impacted by State and Federal funds in an efficient and timely manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Ensure budgetary compliance with governmental accounting, auditing and financial reporting standards and all applicable laws, rules and regulations.
- \* (2) Assist in the preparation, development and submission of State and Federal Programs and Grant Application and amendment forms.
- \* (3) Provide for the daily monitoring, review and processing of transactions including budget transfers, requisitions/purchase orders, contracts, and reimbursements; as well as, changes to the position control system of grant funded positions.
- \* (4) Assist in the hiring process which includes, completion of waivers, posting of vacancies, WinOcular and PTR's.
- \* (5) Maintain contact with the Purchasing Department and Accounts Payable Department regarding purchase orders, requisitions, and reimbursements; as well as, procurement and purchasing processes and rules.
- \* (6) Monitor and/or process purchasing card (pcard) transactions for the department and grant-funded purchases at applicable cost center.
- \* (7) Maintain complete and accurate payroll records as assigned to include grant-funded contracts and stipends.
- \* (8) Create records and monitor all grant funded department and school-level (traditional, charter, and private schools) inventory utilizing applicable inventory software/programs.
- \* (9) Regularly develop and generate reports to monitor, reconcile, update, and make recommendations on grant-funded activities.
- \* (10) Develop and maintain accurate record keeping documents and tools for the department and grant funds.

## **STATE AND FEDERAL PROGRAMS AND GRANTS PROJECT ADMINISTRATOR (continued)**

- \* (11) Monitor account spending and balances for the department and grant funds at applicable cost centers.
- \* (12) Monitor and generate School Board School Board agenda items related to State and Federal Programs and Grants in a timely manner utilizing applicable management systems. Assist in the preparation of all School Board meetings and workshop materials and presentation.
- \* (13) Monitor and assist in the generation of legal agreements (Interagency Agreements, Contracts, Memorandum of Understanding, etc.) for school board agencies, vendors, contractors etc.
- \* (14) Assist in FTE data collection associated with State and Federal programs and Grants.
- \* (15) Demonstrate initiative in the performance of assigned responsibilities, complete assignments with minimum supervision, and respond to inquiries, requests and concerns in a timely manner.
- \* (16) Demonstrate effective communication that promotes transparency, collaboration, and efficiency with all stakeholders and Supervisor to include the identification of potential concerns and problems, possible solutions, timely follow-up activities, and practices for continuous improvement of processes and procedures.
- \* (17) Develop and maintain positive relationships with and provide support for internal staff, vendors, school staff (to include traditional, charter and private schools), and community organization.
- \* (18) Exhibit interpersonal skills and behaviors to work as an effective team member.
- \* (19) Demonstrate support for the department and district goals and priorities.
- \* (20) Provide for a safe and secure workplace.
- \* (21) Model and maintain high ethical standards.
- \* (22) Follow attendance, punctuality and proper dress rules.
- \* (23) Maintain confidentiality regarding all work-related matters.
- (24) Perform other incidental tasks consistent with the goals and objective of this position.
- \* (25) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 11**

\*Essential Performance Responsibilities