

## ACCOUNTANT II, GRANTS - 250 DAY

JOB STATUS: OPEN

EFFECTIVE: 2020-21

POSTING DATE: 10/28/2020

CLOSING DATE: 11/11/2020 04:30 PM

POSTING NUMBER: 00034801

SCHOOL/DEPARTMENT: Finance

LOCATION: Manassas,VA

POSITION TITLE: ACCOUNTANT II, GRANTS - 250 DAY

REPORTS TO: Supervisor, Finance Dept as assigned

### BASIC QUALIFICATIONS:

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#### Education or Equivalency Requirements

Minimum Bachelor's Degree: Public administration or business/accounting

Preferred: Master's or equivalent Masters of Business Administration or industry certificate as described below

#### Work Experience Requirements

5 years experience as Accounting management and/or grants administration

#### Certification and License Requirements

CPA, CPFO or related certification in lieu of or in addition to the masters degree, preferred

#### Knowledge, Skills, Abilities and Behaviors

- Knowledge in the use of the Internet and other resources for research purposes
- Knowledge of OMB circulars, EDGAR regulations, and related grants regulations

This job description is a representative summary of the major duties and responsibilities performed by incumbents of this job.

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

PWCS requires that each employee:

- work collaboratively with all stakeholders in providing a World-Class Education,
- establish and maintain cooperative and effective working relationships with others, communicate effectively,
- relate to and interact with a non-traditional and diverse student and employee population,
- report to work on a regular and punctual basis as scheduled,
- perform all other related work delegated or required to accomplish the objectives of the total school program,
- have knowledge of and be able to use relevant technology,
- participate in the annual professional growth planning process, and
- recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

### STATE REQUIREMENTS/QUALIFICATIONS:

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None

### PHYSICAL REQUIREMENTS:

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The work environment and physical and mental demands described here are representative of those an employee encounters and is expected to meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment Type: INDOOR: Work is performed in a standard office, classroom, or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions; however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

**BASIC FUNCTION/NATURE OF WORK:**

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This position will coordinate all of the centralized managerial functions required of/by the School Division after a grant is awarded. The Grants Accountant provides post award administrative and financial support to project directors, sponsors, and budget holders. This position will work closely with the Grants Office, the budget holder, and the Office of Financial Services to perform these duties.

**DUTIES & RESPONSIBILITIES/ILLUSTRATIVE EX OF WORK:**

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Essential Responsibilities - specific to this job include, but are not limited to the following:

- Coordinates all post grant financial processes among budgeting, accounting, grants development, and in some cases private grantors
- Reviews proposals prior to submission to ensure budgetary accuracy and compliance with PWCS and funding agency's policies and regulations
- Assures grant budget compliance in accordance with PWCS and funding agency policies and regulations especially in cost sharing, effort reporting, and direct and indirect cost allocations
- Coordinates grant reimbursement process to include reviewing submission of financial reports and reimbursement requests on funded projects
- Coordinates requirements of the Single Audit (OMB circular A-133) at year end
- Coordinates the e-systems now required by the state and federal government for grants submission and management including: OMEGA (Online Management of Education Grants Awards - Virginia), SAM (System for Award Management - federal), GRANTS.GOV (federal grants management site), and e-GRANTS (federal - US Department of Education)
- Interfaces with grant holders for questions regarding grants management
- Prepares financial reports for budget holders using reporting software
- Maintains Office of Financial Services records for grants
- Monitors budgets for compliance with grant and PWCS policies
- Coordinates the reimbursement process
- Coordinates other grant and/or accounting duties as assigned

Budget authority: Not anticipated/applicable

# of direct reports: None

# of schools served: All schools and central office departments

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.

Providing a World-Class Education means...

- The focus is on all students learning and achieving high standards.
- Instruction is engaging and rigorous.
- Reading and writing literacy is taught in all content areas.
- We support the academic, social, and emotional needs of all students.
- Schools and offices are inviting, welcoming, and customer oriented.
- We will accomplish our Strategic Plan by working together.

SALARY: Grade 13: \$65,785 - \$133,735 per year (competitive benefits)

DAYS: 250

FULL TIME/PART TIME: Full Time

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