

**Job Title:** *Grants Specialist*  
**Department:** Service  
**Pay Grade:** UNIFIED 150  
**FLSA Status:** Exempt

### **GENERAL PURPOSE**

This position manages state, federal, and private grants for the Division and interacts as necessary with internal and external customers using both verbal and written communication skills to discuss financial processes and program reporting requirements.

### **MAIN JOB TASKS AND RESPONSIBILITIES**

- Coordinates procurements, contracts, and expense and travel records for all state, federal, and private grants maintained by the Office of Equity & Accountability or Financial Services.
- Monitors grants' program budgets maintained by the Office of Equity & Accountability.
- Develops reports using MUNIS ERP, spreadsheet, and word processing software applications.
- Prepares and submits reimbursement requests using appropriate procedures for all grants maintained by the Office of Equity & Accountability.
- Performs screening and processing of requests for expenditures as well as ensuring accurate submissions for reimbursements of those expenditures from multiple funding streams and sources.
- Serves as a liaison to programmatic staff, instructional teams, principals, school-based accounting assistants, and other departmental staff on financial issues regarding grants.
- Serves as subject-matter expert for all grant related financial compliance.
- Monitors, inputs, reviews, and analyzes federal grant expenditures and inputs into the OMEGA/SSWS system.
- Submits monthly payroll for grant funded positions.
- Completes accurate and complete internal and external financial grant reports.
- Attends Virginia Department of Education meetings and workshops to obtain new financial and grant guidelines and program directives to properly manage state and federal grant programs.
- Maintains a clean, neat appearance, appropriate to position.
- Adheres to guidelines of confidentiality as outlined in federal and state laws and School Board Policies and Procedures.
- Maintains a record of appropriate attendance and punctuality.
- Serves as an optimal role model for students, colleagues, and the general public.

- Works in close harmony with colleagues, supervisors, and co-workers.
- Complies with all District and School policies and regulations.
- Pursues professional growth activities.
- Performs other related duties as required/assigned.

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree from an accredited college or university, in Accounting or related field preferred, or equivalent education and demonstrated experience.
- One (1) year of work related experience in managing education-related state, federal, and private grants.

### **SPECIAL QUALIFICATIONS**

- None Specified.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of state, federal, and private grant application, reporting, and reimbursement procedures.
- Knowledge of financial bookkeeping procedures.
- Knowledge and skill using various software applications, i.e., Microsoft Word, Excel and PowerPoint.
- Knowledge of Commonwealth of Virginia procurement procedures.
- Skill in computer information processing for developing reports, correspondence, and mailings utilizing various software applications, i.e., Microsoft Word, Excel and PowerPoint and appropriate financial/bookkeeping software applications.
- Skill proofreading, and using proper grammar, and business English.
- Ability to maintain automated and manual filing systems.
- Ability to independently respond to inquiries using verbal and written communications; thorough knowledge of English grammar and usage.
- Ability to provide large-scale grant program technical support to instructional supervisors and coordinators.
- Ability to function within well-defined guidelines and procedures to resolve routine issues, and to make independent and logical decisions and/or recommendations.
- Ability to manage multiple programs/projects with critical deadlines.

### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Work environment is primarily inside, where the noise and temperature levels are moderate.

- The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: feeling, grasping, handling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date