



**HANOVER COUNTY PUBLIC SCHOOLS
invites applications for the position of:**

**Federal Account Specialist - Hanover
Preschool Initiative**

SALARY:

\$40,278.00 - \$76,964.00 Annually

OPENING DATE: 04/21/21

CLOSING DATE: 05/06/21 11:59 PM

DESCRIPTION:

General Responsibilities:

Provides considerable technical accounting and other tasks to support the fiscal management of Federal, State, and local funds such as grants and special funding. Assumes daily responsibilities and operation of the grants and county finance office related to both federal programs and professional development. May serve as the primary point of contact for Federal Program monies. Manages front office and provides reception and clerical support as needed.

Essential Duties:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Demonstrate effective public relations and excellent skills in general office procedures
- Handles all tasks that do not require the administrator's attention
- Provides administrative management of federal and state grants, and county programs
- Maintains expenditure and budget spreadsheets for each grant and county account
- Develops procedures pertaining to documentation and compliance
- Creates reports pertaining to the financial management of federal, state and local funding
- Interfaces with federal, state and local and private agencies to obtain information about eligible students
- Prepares and maintains files, requisitions, vouchers, expenditures and budgets and account
- Reviews and verifies expenditures and retains all related POs with invoices
- Generates and processes all purchases, shipping, and deliveries in compliance with federal and county procedures
- Interfaces with state and federal auditors to complete yearly audits; may act as HCPS's liaison with appropriate state agencies
- Prepares and processes meeting notes, departmental journal entries and budget transfers; coordinates billable services and related program correspondence
- Analyzes documents for accuracy, follow-up and changes in status
- Verifies fund availability for assigned grant expenditures; maintains grant budgets and completes amendments to state/federal government, Office of Head Start, and Hanover County when necessary
- Reconciles monthly department payroll reports
- Generates monthly invoices and reports related to the Child & Adult Food Program (CACFP).
- Maintains departmental inventories for equipment and furniture; coordinates expenditures and policies
- Prepare monthly School Board packets and monthly CACFP reports

- Provide administrative management of federal and state grants including Head Start, Virginia Preschool Initiative and CACFP
- Manage and distribute monthly reporting to School Board and Policy Council
- Maintains Hanover Preschool Initiative Financial Policies and Procedures Manual
- Performs other related duties as assigned.

QUALIFICATIONS: KSA'S, EDUCATION:

Knowledge, Skills and Abilities:

- Solid to advanced knowledge of principles and practices of accounting and mathematical calculations
- Experience developing and preparing budgets spreadsheets and maintaining financial records; experience managing budgets
- Ability to prioritize work schedules, exercise independent judgment in performance of duties, recognize potential problems and recommend appropriate solutions
- Experience working with federal funds and federally funded programs
- Experience with accounts payable and accounts receivable, purchasing, shipping and deliveries
- Experience with compliance, working with auditors and completing annual financial audits
- Experience preparing and processing journal entries and budget transfers
- Familiarity with Bank of America WORKS systems and One Solution
- Effective written and oral communication and public relations skills; excellent general office management; and ability to manage inventories of program equipment and furniture
- Website management experience

Education and Experience:

Required: Associates degree or business school training or courses in finance and accounting, education or health care; plus experience in accounting, bookkeeping, word processing, project management and data management or an equivalent level of college or training in a related field. Knowledge of federal and state grant fiscal policies and procedures. Strong computer, word processing, Excel spreadsheet and database experiences and skills required.

Preferred: Bachelors Business Administration, finance, accounting, fiscal management, or a related field.

A comparable amount of training and experience may be substituted for the minimum qualifications.

TERMS OF EMPLOYMENT:

Location: Central Services

Work Schedule: 12 Month – 8 Hrs/Day

Immediate Supervisor:

Director, Professional Development Leadership and Federal Programs

Pay Grade: 12

Salary Scale: Uniform

Special Requirements

Able to comprehend and adapt to changing federal policies and procedures

FLSA Status: Non-Exempt

PHYSICAL REQUIREMENTS AND DISCLAIMER:

Physical Conditions:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact normally defined by the ability to see, read, talk, hear, handle, manipulate and feel objects and controls.

Physical capability to effectively use and operate various items of office related equipment, such

as, but not limited to a personal computer, calculator, copier and fax machine. Ability to climb, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, grasp and be able to handle repetitive motion helpful.

Updated 1/2017 (Rev. 04/2015) (Replaces Administrative Assistant II with Federal Programs)

Hanover County Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, or working conditions of the position.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hcps.us>

Hanover County Public Schools
200 Berkley Street
Ashland, VA 23005
804-365-4500

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Job #01524
FEDERAL ACCOUNT SPECIALIST - HANOVER PRESCHOOL
INITIATIVE
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