

Job Description

Job Title: Grant Technician

Position Code:

Job Classification: Non-Exempt

Supervisor: Program Administrator IV

Pay Grade: 23

Contract Length: 245 Days

Job Summary

Responsible for monitoring the timely spend down of funds and the accurate submittal for reimbursement of expenses for regional adult education grants, state high school GED and GEAR Up grants, and local school division funds. Works with regional adult education representatives (5 school divisions) and with the Regional Adult Education Program Manager and the Program Administrator to manage payroll for adult education programs and assists in grant preparation.

Essential Duties

1. Performs all duties associated with preparing grant reimbursements and submitting to state.
2. Develops and maintains records, documents and files related to all regional adult education grants.
3. Reports discrepancies to appropriate personnel for resolution and correction prior to submittal.
4. Works with the Business Department to enter new grants into accounting system and updates project codes for continuing grants.
5. Makes journal entries as needed and enters invoices/check requests
6. Ensures compliance with internal and external policies, procedures and internal control.
7. Completes payroll for all regional and local adult education programs.
8. Assists in yearly closing and balance of grant accounts.
9. Utilizes OMEGA according to local and state requirements.
10. Completes ordering and purchasing for regional adult program, high school GED, local adult education and GEAR Up Program through utilization of school division's MUNIS procedures. This includes researching and recommending purchases.
11. Manages staff use of Ricoh machines
12. Enters work orders for maintenance of NNPS adult education facilities.
13. Provides help to other staff members during periods of heavy workload.
14. Responds to inquiries from employees and the public regarding adult education, high school GED, GEARUp regarding the grants and the services.
15. Assist with petty cash requests
16. Models nondiscriminatory practices in all activities.

(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.)

Other Duties

1. Performs any other related duties as assigned by the appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Associate degree in accounting or business related field or at least two or more years of relevant experience (for example bookkeeping or accounting) or any equivalent combination of experience and training. Knowledge of bookkeeping/accounting terminology, methods, procedures and equipment; thorough knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment. Knowledge of the basics of bank reconciliation procedures. Skill in use of a variety of office machines, and computers; ability to establish and maintain effective working relationships with associates.

Must be able to work under minimal supervision. Must have ability to exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Program Administrator IV

This job description in no way states or implies that these are the only duties to be performed by this employee. The Grant Technician will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate Program Administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 03/19 CR