



Accountant II – Federal Projects and Grants Manager

Job Overview

The job of Accountant II – Federal Projects and Grants Manager was established for the purpose(s) of performing accounting, reporting, and financial service functions for and ensuring compliance with federal projects and programs funded by grants. Responsibilities include preparing financial projections and budgets, actual versus budget reporting, reviewing/monitoring of individual grants and transactions for compliance with District, local, state, and federal requirements, and providing a range of fiscal services and support for central office departments as well as school staff.

This job reports to the Assistant Superintendent – Finance.

Job Functions

- Plans, organizes, and coordinates centralized accounting and financial reporting for federal projects and grant portfolio, including but not limited to preparing annual and project budgets, forecasting revenue, estimating any carry-over of funds from one year to the next.
 - Collaborates with staff across the District on current and future federal projects and/or grants; participating in the evaluation of new project and grant proposals to determine worthiness of development and application by providing feedback as to potential fiscal management concerns.
 - Processes new grant applications for the district.
 - Advises staff on state and federal policy affecting the fiscal administration of federal projects and grants for the District.
 - Monitors all deadlines, reimbursement dates, approvals, and funding as it is received to ensure the District is fully compliant.
 - Ensures compliance with accounting and payroll records related to federal projects and grants.
 - Ensures that budgets are aligned with the scopes of work and establishes accounts to facilitate the management of the grant or project, including reconciling FTE positions and forecasting salaries as needed.
 - Ensures funds are spent according to grant guidelines.
 - Works closely with federal and grant program staff regarding financial compliance and fiscal operations of projects and grants.
 - Monitors account balances, oversees budget amendments, and ensures that budget reporting is compliant.
 - Ensures carryover balances on grants are approved and accurate.
 - Prepares and submits all applicable fiscal reports, invoices/billings/reimbursements, and ensures timely submissions.
 - Researches and resolves complex issues.
 - Provides technical advice to staff.
- Maintains assigned projects and grant fiscal records and database.
- Analyzes operations to streamline accounting process and improve efficiencies.
- May lead or supervise the activities of financial support staff or others, as assigned.
 - Assigns and reviews work.
 - Evaluates and reviews employee performance.
 - Counsels with and corrects performance as needed.
- Keeps abreast of new project and grant requirements and/or changes in the field of financial reporting.
- Serves as District representative on community committees as assigned.
- Attends and participates in meetings, workshops, and/or seminars.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.



Qualifications

Minimum experience: Job related experience with increasing levels of responsibility.

Minimum education: Bachelor's Degree in Accounting, Finance, or a related field.
Master's Degree in Accounting, Finance, or a related field preferred.
Professional certification such as a CPA preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of federal, state, local, and District regulations related to governmental accounting.
- Knowledge of the principles and practices of governmental accounting.
- Skill in researching, analyzing, and evaluating complex financial data.
- Skill in strategic thinking and problem-solving.
- Ability to collaborate and communicate with diverse groups; maintain confidentiality; meet deadlines and schedules; set priorities; and be attentive to detail.
- Ability to communicate complex information clearly and concisely both orally and in writing.
- Ability to analyze and interpret data for accuracy.
- Ability to work independently and in teams.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.