



Job Information

Job Title: Coordinator III, Grant Accounting	Last Revised/Approved: 3/1/2021
Job Code:	Reports To: Finance Manager
Office: Finance	Department: Finance Services

Compensation Information

Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Directs the accounting for district wide state, federal and philanthropic grants. Ensures the districts major grant activity is consistent with grant awards. Develops, plans, organizes and conducts face-to-face and on-line support for appropriate administrators and other grant administrators.

Essential Functions:

1. Coordinate grant activity with appropriate administrators and other grant administrators.
2. Responsible for financial activity of categorical/grants. This includes but not limited to, setting and monitoring budgets, reviewing actual activity, submitting period claims, monitoring accounts receivable and collections.
3. Ensure accounting process and controls are followed for all grant activity.
4. Coordinate annual single audit of program areas, including monitoring and reviewing findings.
5. Responsible for completion and all aspects of the annual Statement of Federal and State Awards. Coordinate annual audit of categorical activity.
6. Coordinate and execute required activity with funders, including Department of Instruction.
7. Responsible for timely submission and collection of grant funds to maximize cash follow and grant budgets.
8. Supervises assigned staff, identifies work, and procedures to be performed. Sets and monitors deadline. Reviews and evaluates final work product, trains staff, and evaluates performance; and sets and monitors deadlines.
9. Identifies accounting issues, research accounting reference materials, identifies alternative accounting treatments and recommends specific GAAP or WUFAR to be applied with full documentation for management review and audit purposes.
10. Assumes ownership of financial controls in assigned general accounting functions, projects and processes and monitors controls for effectiveness and improvement. Alerts management as appropriate, evaluates areas for new financial controls that may be necessary, and fully documents all controls including preparation and maintenance of related Standard Operating Procedures (SOPs). Monitors workflow and identifies opportunities to streamline or automate processes.
11. Isolates unusual transactions, reviews and makes proper notations. Evaluates unusual transactions for an emerging pattern or a change in operating conditions. Follows up by appropriately adjusting controls and procedures. Proactively informs management of all material operational and financial matters or changes related to budgets, estimates, fiscal studies, actual expenditures, revenue and expenditure forecasts, pro forma statements, processes, policies and procedures.
12. Participates in the preparation of GAAP basis financial reporting including footnotes, required disclosures, account analysis and reconciliations, work paper documentation and interaction with auditors.

13. Adheres to district accounting policy with an emphasis on maintaining the integrity of accounting records and reports. Produces well-documented, quality work products and works effectively under pressure and tight timelines.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

Job Requirements:

Education & Experience Requirements:

- Bachelor's degree in Accounting. Master's degree and/or CPA certification preferred.
- Five or more years of progressive experience in governmental accounting, budgeting, grant accounting and/or financial accounting.
- Previous grant experience preferred.

Knowledge, Skills and Abilities:

- Effective oral and written communications skills and negotiation and presentation skills are essential.
- Demonstrated ability to apply computer technology in the performance of duties.
- Strong computer skills, to include advanced skills in Excel.
- Strong analytical skills and the ability to handle multiple projects with varying deadlines are required.
- Highly detailed with an emphasis on accuracy, coupled with the ability to see broader picture.
- Must be able to work effectively with a diverse group of people and to understand the needs of an urban school environment.
- Must be able to maintain confidentiality.
- Must maintain knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and Wisconsin Uniform Financial Accounting Requirements (WUFAR).

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Physical Demands:

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 with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.