



Job Information

Job Title: Grant Accountant II	Last Revised/Approved: 08/25/2021
Job Code: 2504	Reports To: Grant Accounting Coordinator III
Office: Finance	Department: Finance Services

Compensation Information

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

Position Summary/Purpose:

A successful candidate will assist the Grant Accounting Coordinator in with preparation of accounting entries, account reconciliations and monitoring large grant relationships. This position will also participate in various special projects within grant accounting,

Essential Functions:

1. Reviews and monitors grant financial activity and determines areas in need of adjustment.
2. Prepares journal entries and produces monthly financial reports
3. Prepares monthly reconciliation of all grant activity
4. Analyzes district grant receivables and prepares monthly reconciliations
5. Pursues collections with funders
6. Prepares monthly claims
7. Organizes and categorizes large amounts of financial data
8. Monitors and implements department policies, goals and objectives and procedures.
9. 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.
10. Assists in department projects as needed
11. Actively supports the MPS Strategic Plan
12. Performs other duties as assigned.

Job Requirements:

Education & Experience Requirements:

- Bachelor's degree in accounting or equivalent accounting experience
- Five or more years of progressive accounting experience
- Experience in a large organization is preferred

Knowledge, Skills and Abilities:

- High skill level in Excel and other Microsoft products required.
- Effective oral and written communications skills and negotiation and presentation skills are essential.
- Must be able to work effectively with a diverse group of people and to understand the needs of an urban school environment.
- Incumbent must be able to manage multiple priorities with differing deadlines.
- Must be able to maintain confidentiality.
- Incumbent should be customer focused and flexible.
- Incumbent should be able to work in a team environment. Proficiency on a PC, with experience using MS Excel software is critical.

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.