CLASS SPECIFICATION
Grants Accounting Technician, Economic & Resource Development

FLSA Status: Non-exempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE
Under the supervision of the Financial Analyst in Economic and Resource Development, the Vice President or designee, performs highly responsible accounting support duties involving preparing, processing, reconciling and maintaining financial and accounting documents and records for the grant programs; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
Grants Accounting Technician perform highly responsible accounting related duties involving the monitoring and tracking of funds, disbursements, expense transfers and other accounting adjustments for the various grant programs of the District. Incumbents must possess a detailed knowledge rules and regulations governing grant and special project programs.

Grants Accounting Technician is distinguished from Accounting Technician II in that incumbents in the former class perform accounting support duties requiring a detailed understanding of the processes, regulations and reporting requirements of the various grant programs administered by the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Reconciles and tracks accounts for assigned grant funds or special projects; monitors the distribution, reconciliation and collection of funds in accordance with grant guidelines; inputs grant data into online programs; prepares various financial reports and summary spreadsheets in formats required by funding agency.

2. Translates accounting categories to match grant reporting format equivalent categories; structure budgets and accounts to maintain separate funding streams and monitor spend down per funding agency; prepare specialized grants documents for reimbursements of funds.

3. Compiles progress reports to be submitted to funding agency; prepares detailed statistical, financial, or operational reports as assigned.

4. Routinely accesses and utilizes a personal computer using established applications including word-processing, spreadsheet, and accounting software.

5. Organize and set up recording to maintain necessary audit trail in the event of grant audits.
OTHER DUTIES

QUALIFICATIONS

Knowledge of:
1. Grants expenditures compliance and requirements.
2. Basic budgeting principles and terminology.
3. Project and cost accounting methods and procedures and related financial transactions.
4. Methods, practices, documents and terminology used in processing accounting transactions for special funds, programs and grants and related financial record keeping.
5. Basic policies, practices and procedures of special programs and grant funds budgeting and accounting.
6. Principles and practices of sound business communication
7. Fundamental accounting and internal control practices and procedures.
8. Spreadsheet software such as Excel at the intermediate or advanced level.

Ability to:
1. Operate a personal computer using standard business software and other standard office equipment.
2. Organize work, set priorities and exercise sound judgment within established guidelines.
3. Interpret, apply and reach sound decisions in accordance with District rules, policies and department procedures.
4. Make calculations, tabulations and review fiscal including related documents and information accurately and rapidly.
5. Understand and carry out written and oral instructions.
6. Prepare clear and accurate financial records and reports.
7. Learn and apply new information.
8. Ability to use tact and diplomacy in dealing with confidential information and sensitive individuals.
9. Establish and maintain effective working relationships with students, supervisors, staff, vendors and others encountered in the course of work.
**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate’s degree in accounting, finance or a related area and three years of progressively responsible experience in performing financial and statistical record keeping. Experience in grant accounting is highly desirable.

**Licenses; Certificates; Special Requirements:**

None.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel and operate personal computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and occasionally lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks with regular interruption; and interact with District, students, vendors and others encountered in the course of work, some of whom are dissatisfied or abusive.

**WORK ENVIRONMENT**

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

Employees work under typical office conditions and the noise level is usually quiet.