CLASS SPECIFICATION
Grants Senior 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 & Resource Development, the Vice President or designee, performs a variety of complex and highly responsible accounting support duties in maintaining the financial management of grants and special projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Grants Senior Accounting Technician performs complex and highly responsible accounting support functions in the reconciliation, preparation and maintenance of ERD’s financial, accounting and statistical records and reports and in the monitoring and tracking and posting of budgets and expenditures for a variety of grant programs, funds and special projects. Incumbents are expected to independently perform assigned functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to detailed rules and regulations governing grant and special project programs.

Grants Senior Accounting Technician is distinguished from Accountant in that incumbents in the latter class are required to understand and apply professional accounting theories principles, terms and practices in the preparation and evaluation of financial records, transaction and reports.

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. Analyzes and monitors grant budgets; reviews and monitors grant/categorical programs and contracts; maintains and allocates special project funding; interprets accounting and financial data, analyze reports and makes recommendations for solutions to budgetary needs.

2. Analyzes and audits financial data and documents to assure accuracy, completeness and compliance with grant program policies and procedures and applicable regulations; assists in developing and securing signed agreements for grant contracts and audits contract invoices; works with District personnel, vendors, and other outside agencies to identify and correct discrepancies.

3. Forecasts projected expenses for specific accounts, based on current expenditures and estimates of District allocations, grant funding and other factors; communicates to staff and instructors information regarding the fiscal position of their individual programs.
4. Plans and coordinates tracking requirements of categorical grants and reports; assists with the oversight of all financial reporting requirements for district grants and categorical funds; assists with the details of accounting applications.

5. Monitors grant expenditures progress and reporting deadlines; prepares and submits external and internal reports and claims; review expenditures and receipts; serves as financial/fiscal contact with local, state, and federal funding agencies; acts as liaison with grant recipients.

6. Monitors and ensures submission of fiscal requests per District policy and deadlines. Verifies available funds for all grant and categorical purchase requests, travel requests, and personnel action requests.

7. Assists in the development of proposals including the budget function and projections for multi-year grants.

8. Prepares detailed statistical, financial, or operational reports as assigned.

9. Routinely accesses and utilizes a personal computer using standard business software including word-processing, spreadsheet, and accounting software.

10. Files documents and records; maintains confidentiality and security of sensitive information.

QUALIFICATIONS

Knowledge of:

1. Methods, practices, documents and terminology used in processing accounting transactions for special funds, programs and grants and related financial record keeping.


4. Cost and project accounting methods and procedures and related financial transactions.

5. Operation of the District’s enterprise financial system and interpreting input and output data.

6. Principles and practices of sound business communication

7. Fundamental accounting and internal control practices and procedures.

Ability to:

1. Conceptualize and work out the details of financial management for grants and special projects.

2. Set priorities, meet schedules and timelines; work independently and exercise sound judgment.

3. Interpret, apply and reach sound decisions in accordance with District rules, policies and department procedures.

4. Make calculations and tabulations and review fiscal and 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. Establish and maintain cooperative effective working relationships with management, administrators, faculty, staff, students, 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 bookkeeping or accounting or a closely related field; and at least four years of progressively responsible experience in performing financial or statistical recordkeeping; or an equivalent combination of training and experience. Experience in an academic setting or public agency is especially 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 complicated 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; and interact with District, management, administrators, 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.