

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6625
Pay Grade: D11

FLSA: Non-Exempt

GRANT ACCOUNT TECHNICIAN
REPORTS TO: Director, Special Projects
SUPERVISES: Support Staff
QUALIFICATIONS: Graduation from high school or possession of a GED, or business school supplemented by five (5) years of progressively responsible experience in school system accounting or budgetary operations or an equivalent combination of education, training, and experience. Demonstrated proficiency in computer literacy.
PREFERRED: Experience working with grant projects
MAJOR FUNCTION
Performs highly responsible complex clerical, technical, accounting, and budget duties in the monitoring and control of budget expenditures and the coordination of coding activities for grant projects. Resolves project manager inquiries and maintains open communications with schools and departments ensuring appropriate expenditure of grant funds. Work is performed with considerable independence within established budgetary and grant procedures and is reviewed by the Director through observations of results and periodic checks on work.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Supports project managers and their staff in setting up and monitoring program budgets. May establish coding and set up budgets for new accounts• Provides technical assistance to secretaries and bookkeepers related to coding and budget procedures• Maintains and creates account files for projects, vendors, departments, or individual employees• Monitors grant expenditures for compliance with approved grant budgets, federal regulation, and district policies• Monitors and controls budget expenditures by checking material or employee requisitions against approved budgets prior to purchase order or employee authorization. Determines upon inquiry which items are budgeted, where budgeted, and from which fund they should be paid. Coordinates coding activities performed in Budget, Personnel, Accounting, and Warehousing offices; such as cost center number, function, object, and special cost• Ensures paperwork is properly coded to expedite payment and accurately assign expenses• Prepares and processes complex or diversified paperwork necessary for billing or payment of invoices. May audit invoices for compliance with contract or budget guidelines• Identifies and researches account or billing discrepancies, calculates adjustments, and makes corrections as necessary• Applies a thorough knowledge and advanced understanding of the applicable practices, methods, statutes, administrative rules, regulations, policies, procedures, and guidelines related to grant administration• Communicates with the budget and finance offices to ensure the most up-to-date information and to acquire their support and assistance to monitor budgets and expenditures of grants and contracts• Answers inquiries from schools and departments relating to budget amounts, personnel staffing, coding, requisitions, monthly budget and personnel statements• Manages and keeps detailed records of multiple budgets including the purchasing and processing of orders

GRANT ACCOUNT TECHNICIAN

ESSENTIAL RESPONSIBILITIES (Continued)

- Analyzes budget printouts for over-expenditures, overfilled positions, and small balances
- Reviews financial documents for accuracy and alignment to grant budgets
- Verifies and reconciles account balances and makes necessary correcting entries
- Prepares budget amendments
- Compiles and prepares reports as scheduled or requested
- Provides state or local auditors with information as requested
- Utilizes computer systems, applications and programs such as TERMS, Intranet, Internet, Outlook, Word, Excel, ACCESS, Powerpoint, Filemaker Pro Database in the performance of job duties
- Responsible for writing and typing informational memos to appropriate parties regarding grant budgets
- Responsible for maintaining a variety of support document filing systems
- May train, assign, provide direction to, and participate in the evaluation of assisting personnel
- May oversee and coordinate the work of a clerical staff
- May be required to interpret rules and regulations and recommend and implement appropriate action
- Assists management as needed
- Prepares quarterly reports of pending or threatened litigation
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/14 CH; BOARD APPROVED: 9/23/14

GRANT ACCOUNT TECHNICIAN

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Grant Account Technician – NR