

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

GRANT ACCOUNTING COMPLIANCE SPECIALIST

Required Qualifications:

- A.A. Degree in Accounting*
- Minimum of four (4) years of similar accounting experience*
- Knowledge of "Red Book" financial coding
- Knowledge of federal projects compliance reporting requirements, Florida Statutes and Florida Administrative Code
- Overall knowledge of bookkeeping, accounting and auditing procedures
- Problem solving skills and initiative

* In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

Performance Responsibilities:

- Establish and maintain a system for the grant process and review the status of all grants administered by the district including, but not limited to: IDEA, Title I, Title II, Title III, Carl Perkins Vocational, Adult Education grants and Race to the Top
- Code all federal and state budgets and project numbers
- Responsible for preparation of annual budget for federal and state grants
- Ensure compliance with all federal and state reporting requirements, including the annual Schedule of Expenditure of Financial Awards (SEFA) compliance report
- Analyze financial transactions
- Prepare and post budget amendments and journal entries as needed
- Prepare and file required monthly, quarterly and yearly reports for the federal and state projects to the Florida Department of Education (FLDOE)
- Monitor, project, and request federal monies for federal cash advance projects online through the FLDOE reporting system
- Monitor state and federal closing dates on an ongoing basis and work with responsible staff to insure that all appropriate closing payments and reports are accomplished
- Reconcile federal grant expenditures to revenue
- Reconcile federal grant expenditures and cash advances to the FLDOE's annual report
- Compute and post monthly indirect charges to all appropriate projects
- Process semi-annual certified letters and activity reports for all employees paid through federal funds
- Prepare the supporting tables for the annual cost report submitted to the FLDOE
- Invoice any projects as required by contract or agreement
- Assist with preparation of annual budget for Federal and State Grants
- Review database of vendors for annual 1099 preparation

- Prepare and submit quarterly Medicaid administrative claiming reports to the Agency for Health Care Administration (AHCA)
- Prepare quarterly Lottery Reports on School Board Agenda
- Prepare payroll and other corresponding forms
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Perform other duties as assigned by the Director of Finance and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance and/or designee

Evaluation:

Annual evaluation done by the Director of Finance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75030

Board Approved: 08/18/98

Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015