

Union Public Schools Job Description

Position Title: Federal Programs Financial Specialist
Department: Federal Programs
Reports To: Manager of Federal Programs/Federal Programs Director

FLSA Designation: Non-exempt

SUMMARY: Processes advanced level financial and other daily operations of grants/federal programs. Performs a variety of accounting operations where versatility, accuracy, and multi-tasking are essential. Maintains knowledgeable understanding of Federal Programs and cultivate working relationships with other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Performs one or more accounting operations such as, but not limited to, accounts payable, accounts receivable, HR100's, payroll, benefits, project reconciliations, journal entries, and inventories.
- Compiles expenditure claims/reports with supporting document for federal, state and local grants.
- Communicates effectively both orally and in writing with various stakeholders including, but not limited to, supervisors and other office staff, federal, state, and local grantor/contractor agencies, tribal entities, district personnel, and students and their families.
- Maintains good working knowledge of and ability to utilize various district software, including the finance package, as well as strong spreadsheeting skills.
- Maintains good working knowledge of financial coding and reporting.
- Assists with Native American program activities and requirements, child counts and records, reporting and communicating with tribes and/or funding agencies when required.
- Assists in creating project budgets, tracking revenues and expenditures, reconciling, and reporting.
- Tracks project personnel, review timesheets, and ensure proper Time Distribution documentation.
- Assures compliance with legal, specific project, and district laws, regulations, and policies.
- Works on special accounting projects as requested by the Supervisor or Administrator.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree from a four-year college or university, preferred. School accounting and reporting experience preferred. Equivalent experience or coursework considered in lieu of requirements.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, bid documents, purchase orders, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of supervisors, clients, employees and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to analyze and apply problem solving skills. Ability to prepare, analyze and interpret computer-generated reports.

OTHER SKILLS and ABILITIES: Must have strong communication, interpersonal, organizational and computer skills including word processing, spreadsheet, mainframe and PC skills. Ability to multitask and work with deadlines. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL SKILLS: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

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

The noise level in the work environment is usually moderate.