

## Litchfield Elementary School District #79

### Grants Manager (NEW for 2023/2024)

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#### **Terms of Employment:**

12 Months, Full-Time, Exempt

**Starting Salary:** \$65,219 – \$67,867 (experience based; District will provide an additional 1% per year for verified experience up to the salary CAP)

**Vacation:** 1 day per month accrued (Policy GDD)

**Earned personal leave:** 11 days accrued annually (Policy GCCA).

**Earned paid sick:** 5 days accrued annually (Policy GCCA)

#### **Health Insurance Benefit for 2023/2024:**

District pays a total of \$7,817 towards the cost of employee medical, dental and life.

• Two (2) medical plans w/ Teladoc, Banner Classic Gold/Banner HDHP A, Dental and Life. The Banner HDHP A plan is covered 100% by the District. Dependent coverage is available at an additional cost.

**Retirement Benefit:** District pays 12.29% of employee's salary to Arizona State Retirement System for the matching employer contribution.

**Extended Day/Preschool Discount:** Discounts are offered to employees with children enrolled in these programs.

**Future compensation:** Annual increases are based on availability of funding.

#### **Description:**

The Grants Manager provides financial administration and reporting of Federal, State, and privately funded projects and programs.

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#### **Essential Functions:**

- Prepares and submits timely applications, reimbursement requests, completion reports, and miscellaneous reports as required for federal and state grants.
- Enters approved grant budgets and budget adjustments.
- Reconciles all grant revenues and expenditures, creating adjusting journal entries when needed.
- Monitors program compliance including time & effort documentation.
- Communicates and coordinates training with staff regarding grant programs.
- Manages and provides documentation as needed to comply with internal/external audits.
- Develops and reviews grant policies/procedures for federal/state/local compliance, recommending policy/procedure updates to supervisor.

- Performs data analysis for Title I Comparability, Special Education Maintenance of Effort, and Indirect Cost calculation reporting.
- Maintains and seeks continued knowledge of grant accounting requirements provided by Arizona Uniform System of Financial Records, Generally Accepted Accounting Principles, Uniform Grant Guidance, as well as Generally Accepted Audit Standards.
- Performs other duties as may be assigned.

Education:

- Bachelor's degree in related field and/or equivalent experience (P)

Experience, Area of Study and/or Licensure:

- At least two years related experience (P)
- Supervisory experience (P)

Knowledge, Skills and Abilities:

- Ability to maintain confidential records. (R)
- Ability to model high standards of honesty, integrity, trust and ethical behavior. (R)
- Ability to prepare clear, concise and accurate reports, correspondence, and other job-related documents for various audiences. (R)
- Excellent organizational skills and attention to detail. (R)
- Excellent speaking and presentation skills. (R)
- Exceptional verbal and written communication skills. (R)
- Knowledge of and experience with varied accounting information systems. (R)
- Knowledge of applicable Federal and State statutes, rules, and policies/procedures.
- Proficient with Microsoft Office Suite or related software. (R)
- Skill to gather, analyze and interpret data. (R)
- Strong analytical and problem-solving skills. (R)
- Thorough knowledge of school finance laws and regulations. (R)
- Working knowledge of Tyler Technologies – School ERP Pro software applications and products. (P)

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