

Coordinator III, Grant Fiscal Services

Position Details

Job Code: U7400

Reference Code: A017

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to coordinate and manage grant functions of the Clark County School District. Additionally, this position will assist with the districtwide review of grant information, budgetary data, and reports to ensure proper disbursement of expenditures to program personnel, identify and notify administrators of compliance issues, and recommend corrective actions, as appropriate. This position is directly responsible to the Director, Grant Fiscal Services Department, Business and Finance Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Maintains grant number assignments and set up new grants in the Grant Management (GM) and the Systems Applications and Products (SAP) system.
2. Coordinates, implements, and prioritizes financial data requests and reporting requirements using current technology.
3. Facilitates year-end closing procedures and coordinate closing grants for fiscal year end.

4. Liaises with the Grants Development and Administration (GDA) Department to provide consistency on all grant fiscal procedures and report changes as needed to appropriate personnel.
 5. Approves and monitors grant practices and procedures in accordance with uniform guidance requirements and federal regulations to ensure consistency and accuracy of data.
 6. Works with appropriate representatives of the Nevada Department of Education (NDE) and the Federal Government regarding financial compliance issues.
 7. Compiles information, prepares, and maintains a compendium of records, reports, and files related to expenditures, transfers, grants, schedules, funding sources, programs, and assigned activities.
 8. Develops, evaluates, and forecasts financial data from SAP to model grant spending.
 9. Analyzes grant-reporting records of the District, initiate appropriate adjustments, and ensures the timely reconciliation of receipts and disbursements with federal and state dollars.
 10. Prepares and review the Annual Comprehensive Financial Report and Annual Popular Financial Report.
 11. Provides financial related information to the media, public, and other local governmental agencies, as requested or needed. Compiles financial information for administrative use.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of laws and regulations related to public agency financing and financial reporting.
2. Specific knowledge of all Federal regulations dealing with compliance of federal money. Understand all Office of Federal Financial Management (OMB) Publications and the Federal Register.
3. Knowledge of Excel, PowerPoint, Word, SAP, Gmail.
4. Knowledge of Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), Government Finance Officers Association (GFOA).
5. Ability to ensure the District complies with the new laws from the Federal Government regarding the Uniform Grant Guidance (UGG).
6. Ability to recommend and analyze proposed federal regulations and policies.

7. Ability to analyze and review budgets for grant requirements to assure compliance with guidelines developed by the U.S. Department of Education and State Controller's Office.
 8. Ability to analyze financial data, laws, and regulations of the federal and state guidelines.
 9. Ability to prepare financial/budget analysis and reports as required or requested.
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Position Requirements

Education and Training

An earned bachelor's degree in business administration with a major in finance and/or accounting from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
2. Successful performance in the position held at time of application.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/17/23
- Created: 10/19/21