

Director II, Grants Fiscal Services

Position Details

Job Code: U7101

Reference Code: A588

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position provides service and assistance to schools and Clark County School District staff in the management of grant funds. Assistance includes training in the accounting requirements of grant funds. This position supervises the Grants Fiscal Services Department. This position is primarily responsible for all grant accounting. This position is directly responsible to the Chief Financial Officer, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Communicate directly with the federal government over grant related issues.
2. Ensure the District is in compliance with the new laws from the federal government regarding the Office of Management and Budget (OMB) super circular.
3. Direct and coordinate with the Title 1 Department for all grant activity to maintain compliance with the federal laws.
4. Direct and coordinate with the Adult Education Department to ensure that funds are spent in compliance with District policy.

5. Cooperate with the public accountants and consultants selected by the Clark County School District Board of Trustees and other audit agencies; assist in their audits of District internal controls, review their findings, and coordinate audits.
 6. Administer and coordinate activities required to order, track, and maintain equipment inventories for federal grant compliance.
 7. Direct with developing, recommending, and interpreting federal regulations and policies and procedures pertaining to grant funds required by the OMB.
 8. Assist administrators in accounting for grant funds per federal and state guidelines and make recommendations for budget changes.
 9. Develop and implement financial management policies for grant accounting while taking into consideration federal and state regulations and Board of School Trustees policy.
 10. Facilitate the development of timely, accurate, and useful financial information to support management decisions and ensure accountability for federal grants programs.
 11. Direct and oversee the District during activities with internal and external auditors.
 12. Prepare interim reports and final reports in compliance with the grant regulations.
 13. Maintain electronic and other necessary grant files.
 14. Implement the grant module for the Enterprise Resource Planning (ERP) project while ensuring best business practices are in place to accommodate and integrate with the accounting system, ensuring security is at the appropriate level within the module, and training districtwide grant project staff.
 15. Ensure that timely and accurate cash draws are completed for federal and state funds for compliance of the OMB cash management guidelines.
 16. Complete the calculation of the districtwide indirect costs rate.
 17. Work with appropriate representatives of the Nevada Department of Education (NDE) and federal government in regard to financial compliance issues.
 18. Develop procedures and standards to maintain compliance with the federal and state grant requirements.
 19. Research program expenditures in response to queries and make adjustments.
 20. Advise the division directors and grant managers regarding fiscal policy and enforcement of prescribed requirements, as needed.
 21. Prepare financial/budget analysis and reports, as required or requested.
 22. Supervise and evaluate the performance of assigned staff.
 23. Perform other duties related to the position, as assigned.
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Position Expectations

1. Demonstrate specific knowledge of all federal regulations dealing with compliance of federal money and proficient in the understanding of all related OMB Publications.
 2. Maintain a high knowledge of spreadsheets and federal terminology.
 3. Ability to adhere to deadlines and timelines.
 4. Ability to develop, maintain, and analyze financial data on a day-to-day basis.
 5. Written and oral communication skills.
 6. Ability to direct the development and implementation of fiscal policies, procedures, and programs.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in accounting or in a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years or more experience in finance or other directly related field in a management capacity.
3. Minimum of four (4) years of supervisory experience related to the position.
4. Demonstrated knowledge of the account model and financial definitions relating to financial reporting.
5. Demonstrated knowledge of District, federal and state policies, regulations and statutes as they relate to grants.

Preferred Qualifications

1. Certified Public Accountant (CPA).
2. Government finance experience.

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: 05/02/22
- Created: 11/12/08