

# Coordinator IV, Grant Fiscal Services

## Position Details

Job Code: U7403

Reference Code: A770

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

---

## Position Summary

This position serves as the responsible administrator of the Grant Fiscal Services (GFS) Department to include managing the Grants Management System and supervision of assigned support personnel. This position is responsible for the GFS Department in the absence of the GFS Director II. The position is directly responsible to the Director II, GFS, Business and Finance Unit.

---

## Essential Duties and Responsibilities

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

1. Monitor and reconcile grant expenditures and cash drawdowns in compliance with federal and state guidelines. Prepare monthly and annual compliance reports for federal, local, and state agencies.
2. Comply with audit requests for the fiscal accountability under Uniform Guidance (2 Code of Federal Regulations (CFR) Part 200) single audit which is conducted annually. Furnish information to and verify accuracy for the Fiscal Accountability portion of the Clark County School District's Annual Comprehensive Financial Statements (ACFR).

3. Review and process requests districtwide involving grants from the Office of the Superintendent to the various precinct managers and department administrators.
  4. Maintain grant data in the human capital management (HCM) system to ensure electronic C-5's and prep buyouts are integrated into the HCM system to pay grant funded employees.
  5. Serve as fiscal compliance contact with the Director during federal, state, and local audits. Maintain appropriate documentation of all grant activities. Respond to requests from the Clark County School District Board of Trustees and the Superintendent, as needed.
  6. Coordinate grant activities with staff to maintain and balance the general ledgers to the financial statements for Grants, Accounting, and the Human Resources Division (HRD). Verify posting of all grant activities to maintain fiscal oversight. Set up and maintain budgets for the Grants Development Department.
  7. Coordinate with administrators and staff throughout the District regarding compliance issues in all grant applications including budget and account setup and maintenance.
  8. Work with appropriate representatives of the Nevada Department of Education (NDE) and the Federal Government regarding financial compliance issues. Coordinate with staff and other Departments regarding audit issues and provide recommendations.
  9. Analyze grant cash balances to maintain positive cash flow. Supervise the accuracy of all expenditures including, not limited to shopping carts, travel request, personnel requisitions, credit card activities, and journal entries.
  10. Develop, recommend, interpret, and evaluate department's procedures and standards to maintain compliance with the federal government.
  11. Report all grant funds to the federal government through the Federal Audit Clearinghouse annually.
  12. Research program expenditures in response to queries regarding the budget and make adjustments, as appropriate.
  13. Interpret regulations and status of federal programs in relation to financial matters for all grants served by the department.
  14. Serves as primary of fiscal and business information to schools with grant money.
  15. Supervise and evaluate the performance of assigned staff.
  16. Perform other duties related to the position, as assigned.
-

## Position Expectations

1. Knowledge of practices, procedures, and techniques involved in the development, monitoring, amendment, and submittal of division grants and special budgets.
  2. Knowledge of accounting practices, procedures, and terminology.
  3. Knowledge of District policies and procedures concerning budget development, amendment, and filing functions.
  4. Knowledge of all federal regulations for compliance of federal money. Knowledge of state guidelines and requirements concerning grant-funded programs and projects.
  5. Understand all Office of Management and Budget (OMB) Publications and Omni Circular the Federal Register.
  6. Ability to communicate effectively both orally and in writing.
  7. Ability to analyze financial data and prepare reports and recommendations.
  8. Ability to collaborate with administrators in the development of grants and budgets.
  9. Ability to establish and maintain cooperative and effective working relationships with others.
- 

## Position Requirements

### Education and Training

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

### Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Eight (8) years of successful experience with grants management, accounting, or other financial management.
3. Two (2) years supervisory experience related to the position.

## **Preferred Qualifications**

1. Certified public accountant (CPA).
2. Working knowledge of Microsoft Word, Excel, and Access.
3. Working knowledge of Systems Application and Products (SAP) and HCM.

**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: 02/13/23
- Created: 08/31/10