

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**GRANT FISCAL PLANNING SPECIALIST**

**DEPARTMENT**      Office for School Performance

**IMMEDIATE SUPERVISOR**      Office for School Performance

**GENERAL DUTIES**

Develop and manage district wide systems to support overseeing the budgeting, spending, and monitoring process of all Title and IDEA grants (includes IDEA, Title I-A, Title I-D, Title II-A, Title II-D, Title III, Title IV, Title C, and Perkins) and other miscellaneous grants.

**ESSENTIAL REQUIREMENTS:**

- A. Hold a Bachelors degree with course complete in business administration, accounting or related field (this requirement may be waived in lieu of appropriate work experience)
- B. High degree of initiative, reasoning ability and decision making capability
- C. Previous experience with computerized accounting system, personal computer and accounting data analysis and reconciliation
- D. Ability to work effectively in an organizational environment with employees of widely varied backgrounds and expertise
- E. Create financial reports using spreadsheets and databases
- F. Excellent customer service personality
- G. Ability to communicate efficiently via written media
- H. Have a working knowledge of the Internet, e-mail, and Microsoft Word and Excel
- I. Vision which is adequate to accurately discern information from a wide variety of written documents and to use a computer screen
- J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- H. Maintain integrity of confidential information relating to students, staff, or district patrons
- I. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Responsible for monitoring the statutes, regulations and concepts for the grants included in the Consolidated Grant Application.
- B. Provide monitoring, consultation and technical assistance required for the compliance with OMB A-87, OMB A-133 and EDGAR.
- C. Responsible for processing CIP Budget Narrative/Spending Workbook
- D. Assist Project Managers in implementing approved projects within a framework of relevant state and federal statutes, regulations, policies, procedures, and guidelines.

- E. Provide training for Project Managers and/or designee in the particulars of their Title and/or IDEA grant including:
  - Allowable expenses
  - Fiscal accountability, reporting requirements to the Oregon Department of Education.
  - Assist in the development and implementation of reporting tools and documents.
  - Carryover criteria
  - Meet 30 minutes monthly with group, to answer questions, check on monitoring/audit documentation etc.
- F. Track monthly expenses of selected grants/budgets.
- G. Organize and lead the audit process, including assembling monitoring notebooks
- H. Gathers, assembles, tabulates, processes, analyzes and files financial and statistical data, keeping accurate records and processing documents involved in every financial transaction
- I. Operates a variety of office machines associated with the accounting functions, such as; calculator, computer, printer, and copier
- J. Creates financial reports using Excel spreadsheets and databases
- K. Completes written reports and distributes them as directed
- L. Follows adopted procedures to accurately record financial transactions
- M. Analyze and reconcile financial data
- N. Completes Federal, State, and District reports and makes proper distributions
- O. Reconciles accounts and investments within the District budget and/or accounts, banks and financial institutions and agencies outside the District
- P. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing				<b>X</b>	
Walking (level surface)				<b>X</b>	
Walking (uneven surface)	<b>X</b>				
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)	<b>X</b>				
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping		<b>X</b>			
Repetitive use hands squeezing		<b>X</b>			
Fine manipulation		<b>X</b>			
Using foot control		<b>X</b>			
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>					
*Lifting/Carrying Maximum weight: <b>40 lbs.</b>					

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Pay Grade:** Super/Tech – Pay Grade E  
**Last Revised:** May 2009