

SCHOOL DISTRICT OF THE CITY OF SAGINAW  
HUMAN RESOURCES DEPARTMENT

**Posting Dates:**

From: January 10, 2012

To: Until Filled

**Grant Accounting Specialist**  
(ESG Position)

**General Summary:**

The Grant Accounting Specialist is responsible for Federal and State grant management, which includes: budgeting and ensuring compliance, providing lead direction to building personnel in the management and establishment of accounting records, other grant information, and building and maintaining a strong partnership with the Grants Director and Human Resources.

**Job Duties and Responsibilities:**

- Preparation of the budget for current and new grants
- Work with Grant Managers, the Instructional Division, and other departments as applicable to determine a budget that works with the grant allocation
- Setup account numbers that correlate to the Michigan Chart of Accounts as specified in each approved grant
- Monitor expenditures of each federal, state, and local grant
- Request reimbursements for expenditures, by calculating and providing supporting documentation to the fiscal agents or local grant facilitator
- Draw down cash reimbursements for all federal grants and maintain the documentation and support for each request
- Work with HR and Payroll to align funded employees to the proper account
- Prepare journal entries and adjustments for federal transactions
- Submit the proper reports as required by the MDE that correspond to our grant
- Close out grants in the proper accounting period and prepare the final expenditure reports for all required grants
- Meet with grant managers to discuss grant budgets including budget status and modifications
- Prepare/provide supporting documentation for state fiscal audits as it relates to each grant
- Prepare/provide supporting documentation for the annual Single Audit for Circular A-133 requirements
- Prepare detailed spreadsheets to track expenditures based on function codes for each grant and all requested funds that correlate to those expenses
- Prepare the grant budget for Board approval
- Assist the Executive Director with grant funds as it relates to the district's overall budget
- Assist the Grants Director with any budgetary or required calculations for the submission/modification of all grants
- Attend meetings where the funding source involves federal, state, or local grants
- Work with administrative staff and other building level personnel, in conjunction with the Grants Director, to help them determine the proper grant source and account number as it correlates to the approved items within each grant's budget
- Build general ledger accounts in accordance with the Michigan School Accounting Manual
- Set budgets, prepare journal entries, and monitor transactions for funded accounts
- Maintain easily accessible files with information essential to each grant program
- Claim indirect costs and revenues on a monthly basis
- Prepare cash requests, billing forms, and expenditure reports for all funded programs
- Work closely with Grants Director to assure that the narrative and budget portions of grant applications are properly aligned
- Communicate with ISD, State of Michigan, and other necessary parties to ensure District compliance with financial requirements for funded programs
- Assist building personnel with information related to grant programs
- Close out grants at the proper time and prepare final reports for the annual audit
- Perform other duties as assigned

**Qualifications:**

- Bachelor's Degree in Accounting
- 3-5 years experience in Grant/Non-profit accounting preferred

**Salary Range:** \$38,759 - \$43,605

**For Further Information Contact:** Ms. Tamara Johnson, Executive Director of Fiscal Services (989) 399-6522

**Method of Application:**

Applicants must submit an original letter of interest, resume, and proof of credentials (unofficial transcripts) to:

Dr. Kelley A. Peatross  
Assistant Superintendent for  
Human Resources, Labor Relations  
EEO & Support Services  
550 Millard St.  
Saginaw, MI 48607

**Deadline for Application:**

In order for an applicant to be considered, all required documents as noted above under "Method of Application" must be received.

*Saginaw Public Schools is an Equal Opportunity Employer. It is our policy not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs.*