

Arlington School District No. 16
Job Description

JOB TITLE: Grant Coordinator

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| CLASSIFICATION: | Classified |
| LOCATION: | District Office |
| REPORTS TO: | Director of Categorical Programs |
| HOURS: | 8 hours/260 days |
| SALARY: | Per PSE Schedule A |

SUMMARY: Responsible for specific categorical grants funds, including processing purchase orders, vouchers and warrants. Responsible for overseeing accounts payable, maintaining all accounts receivable, grant accounting, preparing reports, assisting in preparation of budget exhibits and maintaining files related to fiscal operations. The Grants Coordinator will also provide exemplary customer service and consistently project a professional and positive image of the office and the District while maintaining strict confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assistant to the Director of Categorical Programs
- Provide customer service to staff and community, in person, by telephone, and email. This includes providing requested information using discretion and troubleshooting potential problems.
- Makes arrangements for meetings as requested, including facilities, catering and speakers.
- Oversee categorical grant fund accounts payable and troubleshoot problems
- Maintain time and effort records
- Audit expense claims
- Maintain accounts receivable file including district billings and receipts
- Prepare regular reports and maintain fiscal records on all grants; state and federal programs
- Maintain data files in computer related to assigned accounts
- Provide budget and purchasing information to building administrators
- Be knowledgeable of and follow district policies and procedures and state accounting manual procedures
- Work cooperatively and reliably with staff, contributing to the effectiveness and efficiency of the management of the district
- Observe strict confidentiality regarding student and personnel information
- Refer questions regarding district operations to appropriate staff for response
- Demonstrate professionalism through punctuality and minimal absences
- Prepare registrations and make arrangements for travel
- Prepare and maintain district documents using Microsoft Office or other computer software
- Perform effectively in a highly collaborative setting focused on teamwork
- Other duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent and at least three years experience in the fields of bookkeeping, record keeping or accounting, preferably in schools.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of school district accounting and coding
- Knowledge of all general secretarial procedures
- Knowledge of computer data entry processes and accounting functions
- Knowledge of WSIPC fiscal accounting
- Ability to successfully deal with vendors regarding billing and payment.
- Ability to establish and maintain effective working relationships with district staff
- Ability to perform duties with awareness of District requirements and Board policies
- Skill in organizational planning
- Skill in the operation of standard office machinery including ten-key adding machine and copiers
- Ability to apply bookkeeping and accounting principles to the maintenance of fiscal records and statements
- Ability to tabulate statistical data and compile necessary reports
- Ability to work in an office situation where interruptions occur frequently and priorities are often modified, requiring a high degree of flexibility
- Proactive communication skills

LANGUAGE SKILLS:

Ability to read, analyze, interpret and follow directions in the English language. Ability to effectively present information and respond to questions from administrators and staff.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to sit for extended periods of time; perform repeated pushing and pulling movements, and use the hands to handle, finger, or feel objects, tools, or controls. Successful performance requires specific vision abilities that include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

August 2022