

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

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| GRANT ACCOUNTING COMPLIANCE SPECIALIST |
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Required Qualifications:

- A.A. Degree in Accounting
- Minimum of four (4) years of similar accounting experience
- Knowledge of "Red Book" financial coding
- Knowledge of federal projects compliance reporting requirements, Florida Statutes and Florida Administrative Code
- Overall knowledge of bookkeeping, accounting and auditing procedures
- Problem solving skills and initiative

* In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

Performance Responsibilities:

- Establish and maintain a system for the grant process and review the status of all grants administered by the district including, but not limited to: IDEA, Title I, Title II, Title III, Carl Perkins Vocational, Adult Education grants, SEDNET, Title IV, Title IX
- Code all federal and state budgets and project numbers
- Review and approve all federal requisitions
- Set up new vendors
- Prepare annual budget for federal and state grants
- Ensure compliance with all federal and state reporting requirements, including the annual Schedule of Expenditure of Financial Awards (SEFA) compliance report
- Analyze financial transactions
- Prepare and post budget amendments and journal entries as needed
- Prepare and file required monthly, quarterly and yearly reports for the federal and state projects to the Florida Department of Education (FLDOE)
- Monitor, project, and request federal monies for federal cash advance projects online through the FLDOE reporting system
- Monitor state and federal closing dates on an ongoing basis and work with responsible staff to insure that all appropriate closing payments and reports are accomplished
- Reconcile federal grant expenditures to revenue and process monthly FA 399's
- Reconcile federal grant expenditures and cash advances to the FLDOE's annual report
- Compute and post monthly indirect charges to all appropriate projects and complete annual indirect cost application
- Process semi-annual certified letters and activity reports for all employees paid through federal funds
- Prepare the supporting tables for the annual cost report submitted to the FLDOE

- Track and prepare invoices for any federal, state, or local projects for reimbursement Analyze and prepare annual 1099's Prepare and submit quarterly Medicaid administrative claiming reports to the Agency for Health Care Administration (AHCA)
- Prepare quarterly health insurance reconciliation for federal funds
- Prepare annual report for federal utility expenditures
- Prepare quarterly Lottery Reports on School Board Agenda
- Provide financial assistance relative to distributing expenditures to various funds, split coding positions, budget transfers, and reclassification of expenditures
- Assist with policy and implementation of compliance with federal and state regulations regarding proper use and coding of funds
- Assist with federal and state audits
- Perform other duties as assigned by the Director of Finance & Purchasing and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance & Purchasing and/or designee

Evaluation:

Annual evaluation done by the Director of Finance & Purchasing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75030

Board Approved: 08/18/98

Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015