



TITLE: Grant and Contract Coordinator

LOCATION: Jefferson County School District 509J, Madras Oregon

CLOSING DATE: Upon filled

DESIRED START DATE: July 23, 2018

POSITION: 1.0 FTE

DAYS: 260 Days a year (including holiday/vacation)

SALARY: Competitive; Full Benefits

PURPOSE OF POSITION:

The job of the Grant and Contract Coordinator is done for the purpose of providing grant and contract administration to ensure fiscal compliance with federal, state, local and district rules and regulations. Under the direction of the CFO and Director of Curriculum and instruction, the Grant and Contract Coordinator researches, plans, organizes and prepares financial reports and completes any communication and/or reporting related to grant administration, in addition to the post-award administration of grants and contracts.

QUALIFICATIONS:

Education: Bachelor's degree required in Accounting, Business, Finance or related area. Equivalent experience specializing in Accounting may be considered.

Experience: Minimum two to five years of general accounting experience required. Experience managing federal, state and private grant accounting for government or non-profit entities preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Basic duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Plans, organizes and coordinates the centralized accounting and financial reporting for grants. Including; billing, preparing annual and project budgets, forecasting revenue, estimating any carry-over of funds from one year to the next.
2. Coordinates the grant and contract process to ensure compliance with the district and agency guidelines.
3. Assists in the closing of the financial books each month through the balancing and reconciliation of accounts.
4. Maintains complete and systematic set of records of all financial transactions.
5. Assists with preparation of financial reports for the Board of Directors, management and government entities.

6. Assists with the completion of the annual budget and related legal requirements under the direction of the CFO.
7. Presents grant and contract workshops to increase district staff skills and knowledge.
8. Compiles year-end reports, work papers and analysis necessary for the District's auditors to complete the yearly audit of the District's grants.
9. Provides financial support to administrators, buildings and departments as requested.
10. Maintains extensive knowledge of Generally Accepted Accounting Principles (GAAP), federal regulations, state laws and District policies as they relate to grant accounting.
11. Coordinates with the key personnel in all levels at the District to provide for proper and timely expenditure of grant funds in compliance with applicable guidelines and budget procedures.
12. Develops positive working relationships with all levels of staff at the District to foster a high level of customer service in working relationships.
13. Communicates effectively with customers at all levels (management, clerical support, regulatory officials, and component district personnel) to clearly ascertain the concerns raised and respond courteously, promptly, and accurately.
14. Evaluates internal controls of systems and works cooperatively to provide recommendations for improvement to create greater compliance, transparency, and/or efficiencies.
15. Completes all communication and report writing related to grant administration within the district and agency guidelines.
16. Assists in coordinating grant activities with the grant manager.

For complete details please visit: <http://jeffersonco.tedk12.com/hire>

APPLICATION PROCEDURES: Interested candidates are required to apply at the above link with online application, letter of interest, current resume, letters of recommendation and references.

OUR SCHOOL DISTRICT & COMMUNITY

Jefferson County School District has approximately 3,000 students, 3 Elementary Schools, 2 High Schools, 1 Middle School and 2 K-8 schools.

Madras is located in scenic Central Oregon, a recreational haven for outdoor activities such as beautiful parks, golf courses, walking trails, and close to Lake Billy Chinook and Smith Rock State Park. Central Oregon is also home to two of Oregon's best ski resorts, Mt. Bachelor and Hoodoo.

Jefferson County School District is an Equal Opportunity Employer