

Job Description - Bookkeeper/Grant Assistant

General Information:

Title:	Bookkeeper/Grant Assistant
Department:	Regional Office of Education Business Services
Licensure:	None required
Endorsement:	None required
Classification:	IMRF
FLSA Status:	Exempt
Reports To:	Director of Finance and Operations Director of Organizational Leadership
Supervisory Responsibilities:	None
Prior Experience:	Bachelor's Degree in finance or accounting Minimum of three to five years of experience of increasing responsibility involving payroll, accounting, and/or fiscal reporting/record-keeping; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Preferred: Masters degree in business administration, accounting, or finance; experience in financial management of federal and state discretionary grants and/or public school financial management.
Evaluation:	Evaluated annually by the Director of Finance & Operations with input from the Director of Organizational Leadership
Work Year:	Full Time - 260 days

JOB GOAL

Under the general supervision of the Director of Finance & Operations and the Director of Organizational Leadership, performs advanced bookkeeping and fiscal management; and collaborates with officials across regional offices and the project directors leading the grants she/he manages, and performs related work as required.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criteria indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

1. Contributes to the administration of several different federal and state grant-funded Lead Hub projects
2. Develops and leads necessary internal controls and ensures timely and accurate processing of payments to partners involved in state and federal grants
3. Collects expenditure information and completes reporting on any foundation grants secured to meet matching fund requirements of federal awards
4. Works closely and collaboratively with the entire project team to maintain partnerships with to ensure smooth day-to-day financial operations of the project

5. Ensures accurate and timely fund drawdowns from the federal G5 System in compliance with federal regulations
6. Manages the day-to-day financial requirements of the state and federal grants assigned
7. Prepares required financial reports and documents allowability of expenses, for audit and report submission in accordance with ROE and granting agency requirements
8. Reviews payroll entries for accurate account posting, performing accounting reconciliations, G5 invoicing, partner invoicing, PO processing, and bookkeeping entries in the state and federal grants assigned
9. Develops financial and performance reports that are required to be submitted to the US Department of Education on a semi-annual basis
10. Supervises practices and regularly interacts with finance officials at partner organizations in order to ensure proper administration of grant funds that comply with federal, state, and local regulations
11. Works with the Director of Finance & Operations, Director of Operational Leadership and Project Director(s) on annual budget development and external partner contract development and execution
12. Performs advanced bookkeeping tasks as needed
13. Maintains grant disbursement including processing checks, credit card charges, invoices, preparing vouchers, posting and reconciling multiple line items
14. Develops, maintains and shares customized databases, systems and calendars for recording and tracking grant award documents, project activities, and other related statistical information
15. Drafts and/or distributes communications, special reports, summaries, etc., as required
16. Works with ROE financial staff to track fund disbursement
17. Maintains relevant grant documentation, including funding agency forms and communications, original proposal submission documents, reference literature, dissemination materials, outcome and other project-related data, mid-year and annual reports, and other pertinent information
18. Works with those coordinating contracts and/or securing services for conferences / meetings to ensure that funder and ROE guidelines are followed, and arrangements are within project budget
19. Develops and completes with grant agreement modifications as required, and coordinates planning, and preparation of any supplemental grant proposals aligned to the project
20. Assists and completes account reconciliation for the grants
21. Assists with audits
22. Develops networks to communicate with internal staff and others from grant partner organizations to build knowledge and awareness of grant-related practices, challenges, and opportunities

23. Assists the Director of Organizational Leadership with project activities, scheduling project work; and ensuring deadlines are met

24. Collaborates and supervises practices with outside agencies to meet the goals of the DuPage Regional Office of Education, such as providing documents and other needed materials to independent auditors.

25. Performs other duties as assigned by the Director of Finance & Operations or Director of Organizational Leadership

26. Adjusts work assignments and schedules as necessary in response to evolving federal directives and governmental actions to ensure alignment with preparedness, response, and recovery efforts

MENTAL DEMANDS

Knowledge

The employee must possess:

- Thorough knowledge of written and oral communication skills with demonstrated ability to communicate effectively in person by email and by phone to resolve issues related to areas of responsibility.
- Advanced understanding and application of financial recordkeeping practices
- Experience with the fiscal reporting of federal and state grants;
- Extensive knowledge of federal and state regulations governing education grants;
- Experience developing and managing internal controls and supporting external state and/or federal audits;
- Thorough knowledge of and practical experience with bookkeeping and accounting principles including their general application to governmental accounting or public schools bookkeeping.
- Thorough knowledge of Federal regulations governing fiscal management of discretionary grants, outlined in the Super Circular 2 CFR Part 200;
- Thorough knowledge and understanding of office systems, practices, and procedures.

Ability

The employee shall:

- communicate effectively in English with a variety of audiences in a variety of ways;
- juggle multiple priorities and manage time/deadlines with little supervision;
- interpret applicable federal, state, and local laws and regulations, codes and/or statutes regarding payroll, Illinois TRS and IMRF withholdings, etc.;
- construct, implement, and monitor timelines and meet deadlines on projects and reports;
- interpret instructions provided through oral and written form
- resolve complex issues in a timely and organized manner;
- analyze financial data; establish and maintain effective documents for grant requirements;
- use computer hardware and software including word processing, spreadsheets, and accounting software and systems; exercise independent judgment with financial issues; and
- establish and maintain effective working relationships with internal, county, department, division, state, and federal staff, external grant partners and the public.

Education/Preparation

- A minimum of a bachelor's degree in business administration, accounting, or related field
- Three to five years of experience with payroll, accounting, and/or fiscal record-keeping; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Reasoning

- The employee must have the ability to solve complex problems in situations where only limited standardization exists; read, interpret, and explain technical information.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required, only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and database systems. The employee shall use DROE approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in an office setting.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

Dated: December 1, 2025