Professional Vacancy
Richardson ISD

POSITION: GRANT ACCOUNTANT

REPORTS TO: EXECUTIVE DIRECTOR OF FINANCE

CONTRACT PERIOD: 226 DAYS- 12 MONTHS **POSITION CONTROL# 50180005**

SALARY: LOCAL PAY GRADE: AVQ **SALARY RANGE: $72,576 - $77,719**

PRIMARY PURPOSE: The Grant Accountant performs grant-related financial functions including the application, monitoring, reporting and fiscal compliance of federal, state, and local grants, awards and programs.

QUALIFICATIONS AND SKILLS:

Education: Minimum of a bachelor's degree in accounting, business administration or related field deemed appropriate or three (3) years of relevant work experience

Work Experience:

- Three (3) years of accounting experience with school accounting or grant administration preferred.

Skills:

- Knowledge of general principles of accounting and financial reporting
- Experience and proficiency in Excel, Word and/or Google Docs is required
- TASBO Certification, preferred
- Experience with Munis (Tyler Enterprise ERP), preferred
- Strong analytical, research and mathematical aptitude
- Work well in a team environment
- Excellent organization skills
- Dependable and able to handle confidential information with discretion
- Effective communication skills, both written and verbal

MAJOR RESPONSIBILITIES:

Essential Job Functions:

- Perform accounting for grants received by the District including the creation and maintenance of the general ledger in accordance with Generally Accepted Accounting Principles (GAAP) for U.S. state and local governments, Texas Education Agency Financial Accountability System Resource Guide, and Title 2 U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Implement and monitor procedures to communicate, educate and ensure compliance with the internal policies and any other applicable grant regulations.
- Regularly meet and work with grant administrators to develop and/or review fiscal school year and grant year budgets and review planned and actual expenditure activity for adherence to grant award approval and timeframe.
- Calculate and record adjustments for labor distribution changes including related fringe benefits calculations.
- Support the preparation of invoices and cash requests for federal funds.
- Assist and monitor the close out grants and file any required financial reports including final expenditure reports with the State.
- Assist with the completion of the annual Schedule of Expenditures of Federal Awards (SEFA) included in the Annual Financial Audit.
- Prepare required audit work papers for annual, state, federal, local or internal requests.
- Establish and maintain a current grant status listing including beginning and ending grant dates.

- Coordinate with Executive Director of Grants, Executive Director of Finance or designee, for all grants budgeting, budget revisions, accounting, reporting and cash flow.
- Stay abreast of federal state, local and district statutes, policies, regulations and procedures concerning grants.
- Provide assistance and communicate with state, federal, and local administrators with grant applications, budgets, reports and overall administration of the grants, as needed.
- Other duties assigned necessary for the District's operations.

APPLICATION PROCEDURE:

Apply online at https://www.applitrack.com/risd/OnlineApp/default.aspx. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED: Christopher B. Goodson **DATE:** 11/17/2026

Christopher B. Goodson, Ed.D.
Assistant Superintendent - Human Resources

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISO or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISO does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.