Thompson School District
Classified Job Description

Job Title: Accounting Specialist - Grants
Revised Date: August 29, 2023
Work Year: 260 days
Department: Financial Services
Reports to: Director of Accounting and Reporting
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:
The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschools.org to learn more.

SUMMARY: Support Grants Coordinator in every aspect of grant accounting for all Federal/State grants awarded to the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare monthly Schedule of Expenditures of Federal Awards (SEFA) report
- Prepare Requests for Funds (RFFs) for all reimbursable grants on a monthly basis
- Set up account keys for new grants
- Develop budget and spending plans with stakeholders in accordance with each grant’s requirements
- Upload annual grant budgets into BusinessPlus
- Keep relevant stakeholders informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of grant objectives
- Provide detailed reports to the grant stakeholders around the progress of each grant
- Monitor grant spending to ensure grants stay within budget and are fully expended
- Assist with annual TSD budget and audit preparation
- Perform other duties as assigned

JOB QUALIFICATIONS:
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.
KNOWLEDGE, SKILLS, and ABILITY:
- Advanced math, writing, communication, and accounting skills.
- Advanced knowledge of MS Excel preferred.
- Ability to communicate, interact and work effectively with all employees and customers.

EDUCATION AND TRAINING:
- Bachelor's degree in accounting or finance preferred.
- Equivalent combination of education and experience accepted.

EXPERIENCE:
- Governmental accounting experience preferred.
- Three to five years of experience in finance, accounting or related field.

CERTIFICATES, LICENSES, & REGISTRATIONS:
None required.

SUPERVISION/TECHNICAL RESPONSIBILITY:
This job has no supervisory responsibilities.

JUDGMENT AND DECISION MAKING:
Work is assigned by the Director of Finance. Work is guided by Thompson School District policies and procedures.

SAFETY TO SELF AND OTHERS:
- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you’re unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands or arms; talk or hear. The employee occasionally is required to, stoop, kneel and crouch. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.
EQUAL EMPLOYMENT OPPORTUNITY:
Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.