

Position: Grant & Budget Specialist	Salary Grade: 21
Department: CTE	FLSA: Non-exempt

Summary

Performs a variety of complex and technical accounting duties related to financial oversight of grants, contracts and categorical programs associated with the processing of WED program budgets and reports. Performs data entry of payments, contracts, and other related transactions. Record transactions and requests disbursements for WED accounts. Maintains financial records for WED and ensures transactions are processed as requested. Develop and perform budget projections for WED.

Essential Duties and Responsibilities

- This position will work closely with the Appropriate administrator.
- Maintains general knowledge of grant contractual provisions and requirements.
- Maintains complete and accurate master listing of all grants and categorical programs for CTE; reconciles expenditures and revenues.
- Monitors budget versus actual revenue and expenditures and contacts Appropriate administrator of WED as needed to address issues.
- Provides assistance Appropriate administrator of WED in preparation of new budgets, transfer of budget expenditures, and resolutions to amend budget.
- Assists in year-end closing process, reconciles expenditures to revenues and creating accrual documents.
- Reviews grant proposal budgets prior to submission; assesses financial impact on District.
- Communicates with Appropriate administrator of WED, instructors, and staff to ensure grant deadlines are met; analyzes financial data and documents.
- Assist Appropriate administrator of WED in completing budgets and financial reports and studies; collect, compile and analyze budget related data. Complete complex and technical budget and financial studies: collect, compile and analyze budget related data and make recommendations based on findings.
- Develop budget projections including revenue and expense projections.
- Assist Appropriate administrator of WED with detailed budget analyses including revenue and expense projections, two to five-year budget forecasts, and hypothetical budget scenarios.
- Assist Appropriate administrator of WED with coordination of the annual budget process: prepare reports and projections comparing multi-year budget process; prepare reports and projections comparing multi-year budget revenues and expenses: assist departments in determining costs of future needs; perform a variety of accounting duties in support of budgeting and financial reporting.
- Assist Appropriate administrator of WED with analysis of revenues and expenditures throughout the fiscal year; monitor department budgets: confer with department representatives regarding budget allocations and mandated state financial reports; recommend corrective action for departmental budgets as needed.
- Use county financial to prepare a variety of reports as required.
- Submit project reimbursement claims the California Community College Chancellor's office (NOVA).
- Print and prepare a variety of documents including contracts and reports. Organize and complete varied and complex administrative duties for the Appropriate administrator of WED.

- Coordinating with appropriate staff to ensure expenditures meet grant and contract compliance guidelines as directed by the Appropriate administrator of WED.
- Meet expenditure deadlines specified in grant/contract as directed by the Appropriate administrator of WED.
- Generate expenditures reports for monitoring visits and various audits.
- Track and monitor budget expenditures for all grants and contracts.
- Has secondary responsibility of ensuring the timeliness and accuracy of CTE payroll processing to include:
 - Coordinates and processes all CTE timecards ensuring the correct designation of accounts to be charged, and special compensation agreements are completed and submitted to Appropriate administrator of WEDD for processing.
 - Assures payroll timelines are met.
 - Ensures accurate calculation of regular and variable payrolls for administrative, academic (CTE instructors), and classified personnel.
 - Confers with data processing and accounting personnel at the Inland Empire Desert Regional Consortium as needed concerning CTE grant programs and procedures. Encumbers salary and benefit amounts into CTE grant projections.
- Responsible for preparing reports/invoices and tracking and recording accounts receivable. Prepares financial documents and supporting backup for reports and invoices. Maintains records and calculates, prepares and submits mandated reports.
- Make travel arrangements as directed.
- Make purchases for the Workforce Development department, preparing requisitions and ensuring proper coding and fund availability.
- Conduct annual grant inventories under the direction of the Appropriate administrator of WED.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires a working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices, clerical and office procedures and methods, business mathematics and record keeping. Requires sufficient human relations skill to convey policies, and procedures to others; to deal cooperatively with others on accounting transactions. Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, proportions, ratios, quotients, and percentages.

▪ Abilities

Requires the ability to maintain a complete set of records and reports consistent with defined requirements. Work confidentially with discretion. Requires demonstrated ability and dexterity to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10key skills and calculators. Requires the additional ability to responsibly utilize complex and technical accounting databases. Must be able to perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios. Must be able to document accounting transactions onto an automated accounting data entry system. May require the ability to perform work assignments at all College locations.

▪ **Physical Abilities**

Requires sufficient hand eye coordination to recognize numbers, letters, and words. Requires the ability to use a typewriter style computer keyboard and 10-day for advance data entry. Requires auditory ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

Requires a Bachelor's Degree in Accounting and 3 years of related experience or Business-related field or an Associate Degree in Accounting or Business-related field with 5 years' experience in a fiscal record keeping/banking or accounting capacity.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist. This position is grant funded.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: April 19, 2023