



JOB DESCRIPTION

Project & Grant Accountant

<i>Supervisor</i>	Treasurer / Chief School Business Official
<i>Employment term</i>	200 days plus 40 days extended employment
<i>Compensation</i>	Based on education level and years of experience per West Virginia Code §18A-4-2 and Roane County Board of Education Supplemental Salary Schedule.
<i>Evaluation</i>	To be conducted by Superintendent per West Virginia Board of Education Policy 5310 and Roane County Board of Education Policy 550.
<i>Statutory authority</i>	West Virginia Code §18A-1-1 defines a central office administrator as “a superintendent, associate superintendent, assistant superintendent and other professional educators who are charged with administering and supervising the whole or some part of the total program of the countywide school system. This category includes other appropriate titles or positions with duties that fit within this definition.”

The Project & Grant Accountant is then charged with supporting county administrators by monitoring all state and federal grant programs for financial compliance; generating, receiving, and maintaining records of all grant awards and associated assurances, budget requests, requisitions, expenditures, and reports; and developing potential sources of additional funding and/or cost savings in support of the county's various programs.

Responsibilities

1. Review requests, input data and requisitions, and process cash drawdowns associated with special or general revenue programs and grants.
2. Monitor program and grant budgets to ensure sufficiency to support associated programs and compliance to program and grant requirements and assurances, then propose adjustments to county administrators as/if needed.
3. Maintain complete and accurate records of all transactions as required by West Virginia and Roane County Board of Education policies and procedures and GAAP / GASB for government accounting.

4. Perform informal reviews and audits of grant-funded accounts and programs and provide feedback to supervising directors, Treasurer / Chief School Business Official, and/or Superintendent as appropriate.
5. Attend relevant trainings, briefings, and other meetings regarding grant programs, including those provided at the regional-, state-, and/or federal-level.
6. Identify, research, develop, and propose to county administrators potential sources of additional funding and/or cost savings in support of the county's various programs.
7. Maintain communication with county and school administrators as it relates to relevant financial accounts and transactions.

Qualifications

1. Must hold a minimum of a bachelor's degree from a regionally accredited college or university including at least 24 hours of coursework in accounting.
2. Must have excellent oral and written communication skills and ability to use technology-enhanced and technology-enabled tools and applications.
3. Demonstrated, successful experience in accounting is preferred, with experience in government accounting further preferred.

Physical demands

This position may involve light to moderate lifting, reaching, and grasping, with frequent, short periods of walking, standing, and sitting. The position may also require the ability to clearly see, hear, read, write, talk, and type as necessary for communication with colleagues, students, and members of the community and the operation of computer applications.

Reasonable accommodations will be made for individuals with disabilities both temporary and permanent.

Adopted by the Roane County Board of Education on May 27, 2021.