

The Grants Analyst – Business Services conducts independent work and provides professional recommendations in the areas of federal and state grants data collection, analysis, and reporting. Work involves collecting, summarizing, and analyzing a variety of data to support organizational and stakeholder understanding of District efficacy and efficiency. The Grants Analyst will prepare reports and recommendations for multiple audiences as well as provide District-level presentations. Employee must be able to work independently, have strong organizational/project management skills, and collaborate well with others.

### **Chain of Command**

The Grants Analyst – Business Services reports to the Director of Business Services.

### **Competencies of the Grants Analyst**

- **Accountability:** Holds self-accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and completes work in a professional and timely manner. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Promotes and supports district strategic plan objectives.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.
- **Organizational skills:** Strong organizational and time management skills.
- **Knowledge:** Competency and knowledge of relevant federal, state, and local laws, as they pertain to public education.
- **Proficiency:** Proficiency with various technologies used for analysis, reporting, and data collection (i.e. Microsoft products, Visions (Business Services/Human Resource Services Software), OneDrive/Google Drive, and others as required).

### **Essential Duties**

- Performs independent analysis and studies, makes recommendations on grants and financial data including financial forecasting and modeling, revenues and expenditures analysis, recommendations on ensuring financial health and growth, and analysis of grants data.
- Manages and communicates compliance and reporting requirements with stakeholders, assisting with grant related budget development, grant accounting and budget analysis.

- Collaborates with management and district staff on grant project plan development, needs assessment, district policy, accounting requirements and risk management.
- Prepares and submits in a timely manner grant applications and reports.
- Develops and makes adjustments to associated budgets, general ledger accounting, coordination of budgeted funds, processing requests for expenditures and ensuring the timely application for reimbursement from State or external granting agencies.
- Assists in evaluating the fiscal administration of grant programs and oversees the preparation and timely submission of grant applications, application amendments, reimbursement request and budget transfers.
- Monitors programs funded by grants to ensure compliance with grantor guidelines and serves as a liaison with principals and other departments on issues regarding grants.
- Ensures compliance with the rules and regulations administered by the grantor and oversees special audits conducted by grantor.
- Coordinates year-end grant related accounting and reporting activities and reconciles the year-end receivables and fund balances to granting agency reports.
- Prepares indirect cost and matching fund analysis and reconciles financial reports to the district's accounting system.
- Serves as a grant accounting liaison to external auditors pertaining to Financial and Single Audit requirements and prepares all audit reports and schedules.
- Develops and proposes various grant related accounting/reporting procedures and coordinates, reviews, and/or prepares all financial reports required by granting agencies.
- Maintains and applies knowledge of the Arizona Uniform System of Financial Records, relevant Generally Accepted Accounting Principles, Uniform Grant Guidance, and Generally Accepted Auditing Standards.
- Obtains, validates and ensures data quality in regards to finance reporting and systems.
- May serve as a lead worker, performing such duties as assisting in the resolution of complex problems in the office; creating publications; reviewing and assisting in budget, grant and planning document development, tracking budget, payroll, accounting, and expenditure information; and interpret policies and procedures related to finances, revenue and expenditures.
- Prepares and maintains grants records and documentation.
- Performs other duties as assigned/required.

**Minimum Qualifications**

- Bachelor's Degree in a related field and two years of experience related to area of assignment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements**

- Valid AZ Fingerprint Clearance Card

Date Revised

5.17.22