

**GRANT ANALYST**

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Class Code: 8160

**TITLE:** Grant Analyst  
Grade 18

**REPORTS TO:** Associate Director Financial Services

**SUPERVISES:** N/A

**JOB FUNCTION:** Provide assistance to the Associate Director of Accounting and department of Financial Services in maintaining Fund 2, Special Revenue within MUNIS, planning, coordinating the daily operations and accurately fulfilling District Grant accounting functions regarding budget and compliance issues in a timely and professional manner in compliance with State & Federal rules and regulations.

**DUTIES AND RESPONSIBILITIES:**

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- Responsible for assisting in maintaining District wide Fund 2, Special Revenue within MUNIS.
- Responsible for all grant journal entry requests, verifying funds, ensuring legality of transfer, monitoring approvals needed by the Board, and MUNIS processing.
- Assists in monitoring Grants operating in Fund 2 Special Revenue for Schools and Central Office Staff.
- Assists in reviewing, analyzing, and evaluating the grants budget process, assuring
  - compliance with generally accepted accounting principles, standards and procedures.
- Utilizes computer software programs to produce multiple technical reports.
- Assists school/budget managers with grants budgeting questions and concerns.
- Maintain grant budget files & procedures as it relates to the Consolidated Plan.
- Assist in coordinating the on-going budget process that includes compiling, analyzing, and monitoring District-wide grant budgets.
- Assist in establishing/maintaining current files for reporting, verify for accuracy when process is completed.

**GRANT ANALYST**

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- Assist with yearend closing and external audit.
- Perform other duties as assigned.
- Maintain regular attendance.

**KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

- Generally accepted budgeting, accounting and auditing principles, computerized accounting reports, standards and procedures.
- Accounting and fiscal systems, policies, procedures and practices.
- District accounting and fiscal operations.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Technical aspects of budgeting.
- Familiarity with basic computer systems and the ability to utilize various software efficiently.
- Experience with MUNIS software.

**ABILITY TO:**

- Perform technical accounting work involved in the audit of financial and statistical records.
- Analyze and resolve problems and draw accurate conclusions.
- Maintain records; prepare clear and concise financial and accounting analysis reports.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Operate a variety of office machines including computer, calculator, fax and printer.

**GRANT ANALYST**

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**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

**EDUCATION AND EXPERIENCE:**

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- High School Diploma or GED Certificate; college level course work in accounting, finance, or business administration preferred; and three years increasingly responsible professional accounting experience.

**LICENSES AND OTHER REQUIREMENTS:**

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Original Date: 01/2004  
Revision Date: 07/2011  
Revision Date: 07/2012