Director, Restricted Accounts

FLSA Status: Exempt
Pay Grade: 26
Job Title ID: 16651
Job Series/Job Family: Business Services Series / Grant Accounting Family

Reports To

AVP, Finance & Budget

Job Purpose

To implement, direct, plan, and evaluate the financial administration of District-wide grant programs; ensuring compliance with Federal, state, and local laws, and District policies and procedures.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises, trains, and evaluates restricted fund accounting staff.
2. Plans, organizes, and directs the restricted accounts financial administration function for the District, which includes interaction with all levels of management and administration, ACC employees, and Federal and state agencies.
3. Develops, reviews, and presents indirect cost and administrative cost reports for grant funded programs and Board of Trustees regular meetings.
4. Directs, delegates, and controls restricted accounts financial administration work-flow to ensure timely handling to meet needs of the District.
5. Creates annual audit schedules, coordinates preparation of the Single Audit Financial Assistance Report, and coordinates grantor monitoring visits.
6. Prepares restricted fund revenue, and initiates funds requests to grantor agencies.
7. Monitors restricted funds expenditures and financial reporting to ensure compliance with applicable Federal, state, and local laws, grantor agency requirements, special use restrictions, and District policies.
8. Establishes and maintains a master financial report schedule for the District restricted funds and appropriately prepares and submits budget amendment documents to grantor agencies.
9. Reviews all notices of intent to apply for grant funds, and advises relevant parties regarding the financial implications of the grant applications.
10. Compiles, analyzes, and reports budget information for the District.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Establishing and maintaining effective working relationships
- Current ACC policies and procedures for restricted fund accounting.
- Federal and state reporting processes for budgets and expenditures.
- Restricted fund accounting policies, practices, and legal requirements.
- Indirect cost and administrative cost reporting.
- Supervisory principles, practices, and methods.
- Uniform Grants Management Standard (UGMS).
- Office of Management Circulars relative to the accounting and auditing of federal grants.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Directing, planning, and organizing a restricted accounts financial administration function.
- Monitoring restricted fund revenue and initiating funds requests to grantor agencies.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and advanced proficiency using Excel.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Three years work experience in public sector grant programs and special use funds administration, including one year supervisory experience.

Preferred

- Work Experience: Education: Other:

Education

Required

- Bachelor's degree in accounting, finance, business, or related field.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.