



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Grant Compliance Manager
Payroll/Personnel Type:	12 Month
Reports to:	Director, Federal Grants Management

Position Summary:

St. Louis Public Schools is seeking a Grant Compliance Manager that reports directly to the Director of Federal Grants Management. This position supports the Federal Grants Management Office in audit preparation and the compliance of grant regulation, analyzing budget vs. expenditures, and ensure all proper internal controls are being satisfied to support all state and federal programs.

Essential Functions:

- Monitor multiple grant projects for compliance with state and federal regulations
- Reviews grant budgets monthly to analyze trends and assess any budgetary issues
- Gather data and other information for preparation of comparability report
- Assist Fiscal Control with the facilitation of all month end and year end closing activities
- Serve as secondary contact for the audit process and procedures and prepare audit work papers as needed
- Training principals and program managers in the granting process along with all finance workflows
- Advise administrators/staff on cost analysis and fiscal allocations
- Serve as HR liaison for the department and work to ensure all staff are appropriately coded and assigned to SAP and Core Data
- Ensure timely completion of DESE reports forms to include but not limited to: Title II Class Size Reduction Supplement Worksheet, Public Private Design for Educational Service Forms
- Responsible for Conducting Non-Public Consultation meeting and serving as the liaison between Non-Public Schools, SLPS, and the Third Party Contractors
- Serve as the technology liaison for the department and lead on GM Module technical training
- Prepare monthly detailed budget and financial reports to disseminate to various administrative staff or for presentation at various administrative meetings
- Maintain data for review and auditing purposes as required by monitoring entities
- Serve as liaison to the Treasurer's office for booking of invoices and other cash management responsibilities
- Prepare detailed reports and maintains master grant files on grants
- Monitors/facilitates all paperwork connected with grant programs and ensures timely and accurate reporting to all monitoring agencies
- Manage other projects and tasks as identified by the Director of Grants Management

Knowledge, Skills, and Abilities:

- Advanced skills in Microsoft Office software, particularly Excel and Access
- Apply principles of logical thinking to define problem, collect data establish facts and draw valid conclusions Ability to interpret legislative compliance documents for respective grants
- Ability to perform complex and involved research assignments
- Ability to interpret instruction furnished in written or oral form
- Ability to efficiently use various software packages

- Work cooperatively and respectfully with agencies, groups and individuals to establish effective working relationships

Experience:

- Previous experience in Federal Program Management (preferred)
- Three years of experience in finance, budgeting, or related field
- Supervisory experience a plus

Education:

- Bachelor's Degree in Finance, Accounting, or related field (required)
- Master of Business Administration or related field (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date _____

Immediate Supervisor

Date _____

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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