



Limestone Charter Association

JOB DESCRIPTION

TITLE: Federal Finance Coordinator

FLSA: Non-Exempt

JOB GOALS:

Manages the financial portions, of all grant activities to include ESSER & ARP Funding, Individuals with Disabilities Education Act (IDEA), Title I, Title II, and other federal funding. Ensures all activity complies with all federal and state regulations and submits claims on a quarterly basis. Extensive knowledge of the principles and procedures of governmental accounting, auditing, and finance with additional expertise in budget preparation and control. In- depth knowledge of generally accepted financial processes and regulations, and controls applying to assigned financial operations. Organizes and prioritize work to meet deadlines and timetables. Works cooperatively with individuals within and outside the department.

REPORTS TO:

Director of Finance

PERFORMANCE RESPONSIBILITIES:

- Utilize financial software system to set up accounts, create and troubleshoot Issues, create and maintain reports, review and approve purchase orders and set up appropriate schedules to track all grant activity and file claims for timely reimbursement.
- Assures that special revenue budgets are prepared properly and maintained according to approved grant plans and activities. Tracks throughout the year to maintain compliance.
- Maintains up-to-date knowledge of the regulations, such as EDGAR, SC Department of Education procedures, and reporting requirements and procedures connected with Special Revenue programs.
- Provides technical assistance to schools on financial matters and conducts meetings with school level personnel to review budget balances and ensure proper use of account codes.
- Reviews revenue and expenditure accounts for proper recording of transactions and prepares journal entries as necessary and assists with preparing all year-end audit schedules and other schedules required by the SC State Department of Education.
- Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.
- Keep policies and procedures compliant with all state/federal state guidelines.
- Performs other duties as assigned by the Director of Finance.

Desired qualifications for applicants applying for this position are as follow:

- Bachelor's degree from an accredited college or university in accounting or business with accounting emphasis, 5+ years' experience in accounting (governmental/school finance experience preferred).
- Knowledge of federal grants compliance.
- Working knowledge of audit documents on requirements Excellent communication skills and attention to detail.
- Ability to work Independently with minimal supervision and/or in a team environment.
- Be able to research and make decisions.
- Strong working knowledge of Microsoft Excel and Word required.