

The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

JOB DESCRIPTION



Position:	Grant Manager
Reports to:	Assistant Superintendent
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	Secures new funding opportunities which support Vernon Public Schools' strategic goals. Assists with the managing of financial operations of the district.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority
- Prepare and analyze all financial statements required by CSDE and other regulatory agencies for grants awarded to the Board of Education.
- Research, coordinate, and write proposals and funding applications as directed
- Develop required financial reports for federal and state grants
- Maintain documents and files related to all grants
- Serve as a liaison for school staff requesting grant writing assistance
- Gather necessary information from appropriate departments to include in grant proposals
- Perform all duties in a professional manner and in accordance with Board policies and guidelines
- Assist with the development of the annual Board of Education Budget
- Monitor the District's budget and work with various departments regarding internal, state and federal reports
- Provide updates for the BOE Finance Committee
- Develop and maintain a working relationship with governmental agencies
- Attend workshops, seminars, and in-services to keep current on all matters influencing the general operation of the Business and Finance Department
- Coordinate the preparation of salary and benefit costs for budget projections
- Provide cost analysis and projections to assist in collective bargaining
- Manage and coordinate special projects and initiatives as assigned, from inception to implementation, inclusive of software updates and conversions
- Assist the Business and Finance Director with the development and implementation of various fiscal policies and procedures
- Research and analyze financial data to ensure accuracy and integrity of data

Other Duties and Responsibilities:

- Respond to routine questions and requests with tact and diplomacy in a timely manner
- Serve as a role model for students and staff
- Establish and maintain cooperative professional relationships
- Maintain a level of approachability by administration and staff
- Work with staff to foster their professional growth
- Perform other related duties as assigned by the Business and Finance Director

Qualifications/Certificates:

- Bachelor's Degree in Accounting, Finance or other related degree
- 5 years previous accounting or internal auditing experience
- High level of computer aptitude used in problem solving and forward progress/new implementations
- Managerial ability encompassing organizational, verbal, and written communication skills

- Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Must be able to concentrate on fine detail with constant interruption, attend to task, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts
- Considerable knowledge of core municipal finance practices including: budget preparation and strategic planning, fund accounting, procurement, capitalization of assets and financial reporting in accordance with generally accepted accounting principles

Additional Working Conditions:

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel, both daily and overnight
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

Equipment Operated:

Computer/Laptop Printer Scanner Smartphone

Required Testing

None

Continuing Educ./Training

Clearances

Fingerprint/Background

Evaluation:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

Signature

Date