

DESERT COMMUNITY COLLEGE DISTRICT

GRANTS TECHNICIAN

BASIC FUNCTION

Under the direction of appropriate Supervisor, perform varied and responsible accounting work specializing in the maintenance of a set of accounts and financial and statistical records for grant and contract reporting, invoicing and account reconciliation.

REPRESENTATIVE DUTIES

1. Review encumbrances and expenditures for accrual purposes on a regular basis and at year-end, assigning appropriate coding to correctly affect balances. *E*
2. Gather, assemble, tabulate, proof, extend, verify, balance, summarize and post fiscal data for assigned accounts; prepare, tabulate and balance invoice batches for payment authorization; provide proper internal controls. *E*
3. Prepare worksheets and reports for assigned accounts; prepare statements and reports for funds as assigned for management and vendor review. *E*
4. Provide projected cash flows, budget analysis and prepare cost analysis in determining participant and program cost ratios. *E*
5. Maintain accurate records for tracking classes, students, and program graduates. *E*
6. Communicate with administrators, vendors, staff, and others regarding assigned accounts; verify payment authorizations and budget account code balances and classifications; review budgets for assigned accounts and provide statements of forecasts and balances as requested. *E*
7. Process a variety of financial information; adjust accounts; input statistical data regarding budgets and assigned accounts. *E*
8. Reconcile accounts as assigned; prepare various accounting and budget control documents. *E*
9. Gather and assemble data for reports. Assist in preparing reports as assigned. *E*
10. Prepare, monitor and generate assigned payrolls. *E*
11. Attend a variety of meetings and conferences.
12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Procedures, methods, practices and terminology used in bookkeeping and financial record-keeping; grant financial monitoring, modern accounting office software; correct English usage, grammar, spelling, punctuation and vocabulary; operation of computers and applicable software, including word processing, accounting spreadsheets, database management, calendaring, and email; applicable laws, rules and regulations related to assigned activities; interpersonal skills using tact, patience and courtesy.

Ability to: Post and make arithmetic computations rapidly and accurately; use a variety of office accounting software; learn and understand the reporting requirements of the individual grants and contracts; work confidentially with discretion; understand and work within scope of authority; work independently with little direction; operate office machines including a computer and applicable software; understand and follow oral and written instructions; analyze situations accurately and adopt an effective course of action; plan and organize work; set schedules and meet time lines; establish and maintain effective relationships; work cooperatively with others; sit for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by two years of college-level course work in accounting with a grade of "C" or better and four years of increasingly responsible accounting-related experience.

WORKING CONDITIONS

Environment: Office environment.

EMPLOYMENT STATUS

Classified Bargaining Unit

Range 13

Approved 1/11/11