POSITION DESCRIPTION

TITLE: Federal Programs Assistant
LOCATION: Administrative Service Center
REPORTS TO: Manager of Title I/LAP
DEPARTMENT: Title I/LAP

SUMMARY STATEMENT:
Under the supervision of the Manager of Title I/LAP, the Federal Programs Assistant is responsible for grant auditing and accounting responsibilities as established by the Office of the Superintendent of Public Instruction and the Federal Government. This position will provide regular updates to the Manager of Title I/LAP and the Director of Special Services.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with building administrators, budget secretaries, and OSPI in person, by telephone, via E-mail, and in writing.
2. Perform computer-related functions for all department budget/fiscal information such as establishing and maintaining budget projections and monthly financial reports.
3. Set-up and maintain accounting system for all grants managed by the department. Calculate per pupil allocations and required set-asides per grant regulations.
4. Assist in writing and coordinating procedures for the Federal Programs Department, including auditing records to verify compliance to policies and procedures.
5. Keep current on District accounting policies and procedures, and Federal and State guidance concerning department-managed grants.
6. Know and apply State and Federal laws and regulations over all grant dollars managed by the department.
7. Research, revise, and recommend budget adjustments to the Manager of Title I/LAP and the Director of Special Services to ensure compliance with Federal and State laws and regulations, and to ensure expenditures are allowed, mandatory requirements are met, and carryover amounts for grants are accurate.
8. Assist and advise building administrators on allowable Title I/LAP expenditures. Act as a resource person for the District.
9. Audit legality of expenditures, check records for accuracy, investigate discrepancies, and take corrective action to reconcile account balances and account codes.
10. Work with Personnel Department, Payroll Department, Accounting Department, and Budget Department as needed (such as updating staff information, submitting expenditures, etc.).
11. Create, review, and monitor program budgets on the I-Grants system for all department managed grants. Submit monthly reports.
13. Act as resource for I-grant, general ledger, and research questions.
14. Assume responsibility for fiscal year-end closing, including expenditure and revenue accruals, journal entries, revenue carry-overs, spread sheets, and preparation of annual financial statements.
15. Calculate FTE and staffing costs for District and Building Administrators.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Perform special projects as requested.
### PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Hearing</td>
<td>66-100%</td>
</tr>
<tr>
<td>Speaking</td>
<td>66-100%</td>
</tr>
<tr>
<td>Vision</td>
<td>66-100%</td>
</tr>
<tr>
<td>Sitting</td>
<td>33-66%</td>
</tr>
<tr>
<td>Standing</td>
<td>33-66%</td>
</tr>
<tr>
<td>Walking</td>
<td>Up to 33%</td>
</tr>
<tr>
<td>Lifting/Carrying</td>
<td>Up to 30 lbs. (Up to 33%)</td>
</tr>
<tr>
<td>Writing</td>
<td>66-100%</td>
</tr>
<tr>
<td>Bending/Stooping</td>
<td>66-100%</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td></td>
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<tr>
<td>Use of hands and or arms for repetitive motion</td>
<td>66-100%</td>
</tr>
</tbody>
</table>

### MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>66-100%</td>
</tr>
<tr>
<td>Verbal Communication</td>
<td>66-100%</td>
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<tr>
<td>Reading Documents</td>
<td>66-100%</td>
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<tr>
<td>Reasoning</td>
<td>66-100%</td>
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<tr>
<td>Detailed Work</td>
<td>66-100%</td>
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<tr>
<td>Confidentiality</td>
<td>66-100%</td>
</tr>
<tr>
<td>Multiple Concurrent Tasks</td>
<td>66-100%</td>
</tr>
<tr>
<td>Customer Contact</td>
<td>66-100%</td>
</tr>
<tr>
<td>Math</td>
<td>66-100%</td>
</tr>
</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously

(33-66%) = Frequently

(Up to 33%) = Occasionally

### TOOLS AND EQUIPMENT NECESSARY:

- PC, printer, 10-key calculator, telephone, copy machine, and all other equipment necessary to perform the essential functions as listed above.

### MINIMUM QUALIFICATIONS:

(Testing may be required)

1. Keyboarding of 50 wpm.
2. A minimum of three years of experience in a data processing environment.
3. A minimum of three years of experience in tracking and auditing large State, Federal, or Title I Grants.
4. Understanding of Evergreen Public School's Chart of Accounts preferred.
5. Must possess a working knowledge of generally accepted auditing practices.
6. Must possess a working knowledge of generally accepted project coordination methods and techniques.
7. Demonstrated ability to perform on the computer, using Windows environment and Microsoft applications.
8. Familiarity with the Internet, and general knowledge of the WESPac system and related applications.
10. Demonstrated ability to communicate effectively with administrators, members of the Cabinet, and budget secretaries.
11. Demonstrated ability to handle multiple priorities at one time.
12. Demonstrated ability to problem solve; analyze and resolve accounting related issues.
13. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
14. Must possess good math skills.
15. Demonstrated training skills.
16. Demonstrated organizational skills and a commitment to follow through.
17. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
18. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
19. Must possess personal characteristics of flexibility, cooperativeness, and confidentiality.
20. Demonstrated ability to work independently with a minimum of supervision.
21. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day
Revised Date: 09/02/2014
Classification: Professional Technicians - Office Clerical
Class: Class I
Display on Web? Yes

Federal Programs Assistant