

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Business Office/ Operations**

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**TITLE: SENIOR ACCOUNTANT/ GRANTS COORDINATOR QUALIFICATIONS:**

1. Bachelor's Degree required
2. Minimum of two plus (2+) years' experience in the preparation and acquisition of grants and oversight of School District Grants;
3. Demonstrated knowledge of NJCCSS, ESSA legislation, grants development, implementation, monitoring and evaluation, internal accounting procedures for grants and financial grant reporting. Oversight of financial statements, reconciliation of general ledger; oversight and preparations of subsidiary ledgers;
4. Knowledge of New Jersey Homeroom E.W.E.G Systems;
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment  
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Strong communication and interpersonal skills
8. Provide proof of citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** School Business Administrator

**JOB GOAL:** The Senior Accountant/Grants Coordinator assists in obtaining potential grant funding sources for the District. Coordinates and develops with Curriculum and Instruction the budgets for federal programs. Create and manage Early Childhood Program Budget. Assist the Business Administrator and Assistant Business Administrator with overall financial reporting of Business Office Functions.

**PERFORMANCE RESPONSIBILITIES:**

1. Review and monitor fiscal budget for ESSA, IDEA, 21<sup>st</sup> Century Community Center, Fresh Fruit and Vegetables, Carl Perkins grant, Early Childhood Program, Safety Grant, federal, and state grants.
2. Review and approve requisitions for grants to ensure compliance with grant application/budget.
3. Submit reimbursement for payment via EWEG. Prepare quarterly and final reports for applicable grants.
4. Create and maintain Position Control Roster for budget and review status monthly.
5. Assist the School Business Administrator/ Board Secretary with budget preparation
6. Maintain financial records that support the development of the School Business Administrator/Board Secretary monthly report to Board. Prepares deposit and other tasks associated with this report.
7. Assist in the preparation of data for the auditors and for CAFR.
8. Assist in Purchasing Department and Accounts Payable when needed.
9. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

## SENIOR ACCOUNTANT/ GRANTS COORDINATOR (continued)

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary determined by Board of Education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: August 11, 2020

Revised: August 10, 2021

### LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees in general
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:4-14, -14.1	Uniform system of bookkeeping for school districts
N.J.S.A. 18A:34-2	Care and keeping of textbooks and accounting
N.J.A.C. 6A:23A-16	Double-entry bookkeeping and GAAP accounting
N.J.A.C. 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.