

NAZLINI COMMUNITY SCHOOL, INC.
Position Description

POSITION TITLE: Business/Federal Grants Manager
CONTRACT TERM: 12 months

CLASSIFICATION: EXEMPT
DATE APPROVED: 06/10/2020

POSITION SUMMARY: Perform the efficient operation of school business and accounting functions including, but not limited to, the following: establishing and maintaining the integrity of internal controls; ensuring the proper processing of payroll, receipt and accounting of school revenues; monitoring budgets and expenditures; maintaining financial files and records; processing requisitions, purchase orders, accounts receivable and accounts payable; reconciling monthly revenue account receipts, human resource functions, and annual reports; timely preparation and filing of all reports required by grantors, oversight entities, and the federal and state governments; and preparation for annual fiscal audits.

QUALIFICATIONS: EDUCATION, TRAINING & EXPERIENCE

1. Possession of a Bachelor's Degree in Accounting or Business Management. However, successful experience in performing the Business Manager and Federal Grants responsibilities and duties as noted below and in P.L. 93-638, P.L. 100-297 setting may substitute for the formal degree.
2. Possess two years professional experience in accounting, business management, bookkeeping, investments, banking, budget preparation, compliance with federal regulations and/or preparation of fiscal audits. Specific experience in P.L. 93-638, P.L. 100-297.
3. Possess two years professional experience with school finances, revenues, operations and education programs. Specific experience in P.L. 93-638, P.L. 100-297.
4. Able to demonstrate computer literacy and experience with financial, Visions/Citrix and Native Star accounting computer software currently in use by the School.
5. Demonstrates an ability to communicate and work with school administration and accounting firms.
6. Possesses a valid Arizona Driver's License.

COMMITMENT AND DEPENDABILITY: Willingness to be an integral member of a successful team; dedication to providing the highest level of service to Nazlini Community School (NCS).

REPORTING RELATIONSHIP: Principal.

RESPONSIBILITIES AND DUTIES

Business and Federal Grants Management

1. Responsible for all school business and financial management planning, accounting and reporting for NCS, and further responsible for cooperating and complying with all local, Arizona, Navajo, federal and oversight agencies' laws, regulations and requirements.
2. Insure all NCS accounting data, provides a true and accurate analysis of all revenues and expenditures on a monthly basis in compliance with all federal and state guidelines and accounting procedures, including but not limited to, the OMB circular A-87 and 25 C.F.R., Chapter V, Part 900, Subpart F, subsection 900.45.
3. Direct responsibility for procuring and completing the annual audit at least forty-five (45) days before it is due.

4. Insure that all department heads and program managers receive monthly budget reports on or before the first date of each month beginning on or before July 1st of each year, and every month thereafter, which clearly sets forth the current status of the budget, amount and percentage of budgeted funds expended and/or encumbered, and written notification of any perceived areas of concern.
5. In collaboration with the Principal, review and analyze the monthly and annual budget, accounting data and reports on or before the first day of each month and prior to submittal to the School Board.
6. Responsible for establishing an annual budget and presented to the Board before the upcoming school year.

Operations Management:

7. Fiscal responsibilities include, but are not limited to, operational plans for the following:
 - A. In addition to overall responsibility for the budget, participate in developing annual budget, to include but not be limited to, identifying and assisting in establishing reasonable expectations and budget amounts for each line item in the budget relative to all NCS programs, including but not limited to, salaries, benefits, supplies, etc.:
 - i. Insure that the budget requests are consistent with funding, i.e., ISEP, Title funds, etc.
 - ii. Review budget monthly to determine whether or not activities are within budget or out of budget and notify the Principal immediately if budget is being exceeded in any category, and monthly certify to the Principal that NCS is within the budget.
 - B. Regarding student activity funds and any other cash accounts or funds for which you are responsible, you shall do the following:
 - i. Insure that all funds are properly accounted for including income or inflow and expenditures.
 - ii. Deposit cash as soon as possible and in any event within three (3) days of receipt.
 - iii. Submit reconciliation weekly.
 - iv. Submit a monthly report of all such student funds to the Principal and prepare a written report to the school board for their consideration.
 - C. Insure that the proper procurement procedures are used for every expenditure and/or procurement by NCS.
 - D. Insure that a copy of the approved budget and status of budget is delivered monthly to the Principal in time for dissemination for regular monthly school board meetings.
 - E. On or before the first day of each month, submit a written report to the Principal to be provided to the Board regarding all expenditures for the previous month. Attend Board meetings and be prepared to respond to any question regarding any expenditure or the status of the budget or school's finances.
 - F. Monitor monthly travel expenditures per person and maintain per person files for all employees and Board members, which includes a monthly cumulative amount spent for travel expenditures, cumulative amount spent for the fiscal year, the yearly budgeted amount, insure that travel expenditures are within the budgeted amounts and further insure that travel reports are properly processed and filed.
 - G. Responsible for insuring that all procurement and finance policies and manuals are strictly followed.
 - H. Insure that bank statements are fully reconciled within fifteen (15) days of receipt.
 - I. Insure that accounting data is recorded on all check stubs issued.
 - J. Insure there is a contract log and file available which fully documents procurement process for each contract, contract development, insure receipt of goods and services identified in contracts, and clearly setting forth payment procedures and justifications for payments. Obtain and maintain in a separate file, the original contract for each year.

- K. Develop policies to establish internal approval and internal control for all change orders; accounting functions; procedures for checks, cash, funds, deposits; and other such functions.
- L. Be directly responsible for the P.L. 100-297 requirements, regulations and procedures; all associated documents; and, create secure current files relative to such grant, funding and documents.
- M. Insure that annual audits are timely procured, completed and filed each year. Insure that all required reports to all oversight entities or other agencies are timely filed on or before due dates and that such reports and documents are complete and accurate.
- N. Performs administrative support to the Principal on school wide fiscal and financial operations.
- O. Ensure adherence to proper internal fiscal procedures, authorizations, business practices, internal controls, and accounting principles and procedures.
- P. Maintains accurate fiscal files, records and required documents for fiscal management, school operations and audits.
- Q. Ensure internal financial and accounting procedures are followed and processed correctly.
- R. Ensure accounts receivable and payable documents are processed and conform to internal and regulatory procedures.
- S. Depreciate inventory or fixed assets that include furniture, equipment, vehicles and major purchases on an annual basis.

Monitor Personnel Management:

- 8. Ensure that all staff meets the requirements set forth in the Indian Child Protection and Family Violence Act, 5 U.S.C. 301; 25 U.S.C. 2, 9, 13, 200 and Executive Order 10450; and Public Laws 101-630 and 101-647.
- 9. Ensure that all staff and NCS meet the requirements and/or are in compliance with the Indian Child Welfare Act, 25 C.F.R. Part 23; Asbestos Hazard Emergency Response Act (AHERA); 40 C.F.R. 763.92A.1.; 40 C.F.R. 763.92A.Z.; 29 C.F.R. 1910.120; Drug-free Workplace Act; NCS Sexual Harassment Policy and the Navajo Affirmative Action Regulations. Insure trainings are scheduled and attended to maintain said compliance and personnel files are documented to evidence such compliance.
- 10. Ensure the process of advertisement of job vacancies and employment applications; schedule candidate interviews; maintain personnel files and records.
- 11. Ensure the process of fingerprint and background checks on all employees and candidates for employment; and, ensure copies of required certifications, transcripts, licenses, tests or related documents are on file for positions that have such requirements.

Federal Grants Management:

- 12. Determining funding needs.
- 13. Researching funding opportunities.
- 14. Tracking Grant Applications
- 15. Optimizing Grant Administration Processes

Performance Expectations:

- 16. Time Management: Must reduce to writing reports and completion of documents required.
- 17. Public Contact: Interacts primarily with administration, school employees, banking and investment entities, accounting firms, auditors, federal and state officials, consultants and general public.

18. Perform duties and responsibilities as outlined in this Position Description for Business/HR Manager. Comply with sound accounting practices, policies and procedures. Maintain the highest standards of professional conduct, personal character, ethics and report promptly for duty. Be self-motivated, use own initiative and judgment in performing job responsibilities, access to confidential records and maintain confidentiality of such records and information.
19. Collaborates with colleagues and administration to achieve school goals.
20. Participate in professional development training.
21. Methodical and strategic thinking.
22. Good communication skills.
23. Project management skills.
24. Excellent organizational skills.
25. Budgeting and accounting experience.
26. Computer literacy.
27. Knowledge of auditing policies.
28. Knowledge of donor agencies.
29. Strong writing skills.
30. Reads and knowledgeable of NCSI Policies and Procedures, Mission and Vision Statement.
31. Utilize Accountability measurement and resources in correlation to school adopted policies, goals and school wide program plans
- 32.
33. Perform other duties as assigned by Supervisor.
34. Physical Requirements: General sitting and standing required for office work, moving and lifting of light bundles and boxes of documents, and general moving of office furniture and files.
35. Performance Evaluation Procedure: Performance of this position will be evaluated twice a year in accordance with provisions of the Board's policy on Employee Performance Evaluation.

PHYSICAL REQUIREMENTS

- Annual Physical Examination is required.

SALARY CLASSIFICATION: To be determined based on education and experience and be placed on the NCS salary schedule.

NOTE: This position description is subject to review and change.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

Employee signature

Date

Depending upon the needs of the school, some incumbents of this position may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.