



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
PPE Grant Budget Specialist	Palm Pointe	Principal

<b>Position No:</b> 75030	<b>Length of Work Year:</b> 10 Months
<b>Salary Schedule:</b> N04	<b>Date Approved:</b> 5/13/22
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

<b>JOB GOAL</b>
To monitor Federal Grant budgets (only for Palm Pointe Educational Research School) under the direction of the FAU/SLPS and act as a liaison between FAU and SLPS.

<b>MINIMUM QUALIFICATIONS</b>
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1. Bachelor's Degree, Accounting, Business related field
2. Minimum of two (2) years' experience in budgetary procedures or accounting.
3. Knowledge of laws, rules and regulations in budgetary and fiscal records.
4. Ability to prepare reports and deal with complex systems.
5. Ability to perform the essential functions of the position.

<b>DUTIES AND RESPONSIBILITIES</b>
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1. To assist in the preparation, review and development of the budget.
2. To monitor school grant budgets to assure that expenditure codes are correct and within grant appropriations.
3. To post and maintain journals, ledgers, and other record books and prepare periodic various grant reports, and tabulations, for FAU and SLPS.
4. To confer with FAU and SLPS department heads on matters relating to Grant administrative and budgetary policy.
5. To review all grant accounts and enter budget transfers.
6. To prepare records and required reports to FAU and SLPS as needed.
7. To analyze various aspects of the Grant budget.
8. To perform assigned tasks in a timely and efficient manner with a high standard of quality.
9. To perform other duties as assigned by Principal.

<b>PHYSICAL DEMAND CLASS:</b>
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Sedentary (S) – Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.