

Job Description: ESSER ACCOUNTS SPECIALIST

POSITION SUMMARY:

Under general supervision, performs a variety of administrative tasks in coordinating the successful implementation of The Elementary and Secondary School Emergency Relief Fund (ESSER). The specialist will ensure compliance with all aspects of ESSER funds as well as assist with the budgeting and tracking outcomes of the program.

ESSENTIAL JOB FUNCTIONS:

- Manages all district ESSER budgets and related compliance processes.
- Establishes and manages fiscal record keeping systems for all ESSER funds and related programs.
- Processes purchase requisitions for ESSER funds.
- Supports Chief Financial Officer with preparing for and leading meetings and conducting research on allowable uses of ESSER funds.
- Assists in the preparation of state reports to comply with state and federal requirements of ESSER funds.
- Supports preparation and submission of ESSER applications.
- Ensures compliance with state and federal laws, regulations, and board policies.
- Maintains knowledge of legal and regulatory changes.
- Attends training sessions to keep current on changes in state and federal regulations and provide training for schools and departments.
- Maintains inventory systems for ESSER funded equipment and resources (i.e. technology).
- Coordinates, collects, and prepares time and effort forms for ESSER funded staff.
- Tracks grant spending and assures proper payment is allocated.
- Ensures evidence and documentation is captured and organized to support with internal and external monitoring and audit processes.

MINIMUM TRAINING AND EXPERIENCE:

Bachelor's degree in Finance or related field preferred with experience in federal programs. Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, and PowerPoint.

Reports to the Chief Financial Officer and Director of Schools

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

This is an interim position funded through the duration of the ESSER grant

Rhea County Schools