

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: GRANTS & PROJECTS TECHNICIAN****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of complex and technical accounting duties to assist Administrator's with setting up and implementing projected budgets and current FTE's to determine proper staffing and grant income; prepare detailed and complex allocation reports for specific Federal and State grants and supplemental funds; maintain multiple and complex programs budgets and fiscal records.

**ESSENTIAL DUTIES:**

- Perform a variety of complex and technical accounting duties; assist in creating, implementing and monitoring budgets; monitor program and grant expenditures.
- Initiate queries, input data and prepare detailed and complex spreadsheet and reports.
- Prepare accurate calculations and project account balances according to appropriate guidelines.
- Prepare and maintain a variety of confidential manual and automated records related to expenditures.
- Assist with ensuring appropriate use of funds including categorical expenditure requests.
- Assist with ongoing budget, financial and statistical record keeping.
- Assist District sites with the preparation of documents and review for completeness and accuracy.
- Interpret and provide technical assistance to staff regarding applicable laws rules and practices.
- Perform a variety of statistical and research data gathering.
- Assist with training and provide support to staff.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Principles and methods of accounting, budget planning and control and technical report preparation.

Complex and technical financial and statistical record-keeping techniques.

Applicable laws, codes, regulations, policies and procedures related to programs.

District organization, operations, regulations, policies and objectives related to position.

Appropriation of Federal and State grants and supplemental funds.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Compute mathematical computations rapidly and accurately.

Methods, practices, and procedures pertaining to accounting and fiscally related record management systems.

Interpret and effectively communicate budget control policies, regulations, and guidelines governing Federal and State funds.

Perform complex and technical financial functions.

Maintain accurate records and reports.

Perform a wide variety of statistical and research data gathering functions.

Operate a variety of office equipment, a computer and software.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working and cooperative relationships with others.  
Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and associate degree in accounting supplemented by training or coursework in budget planning and control, business administration, or closely related fields and three years of increasingly responsible and varied experience in financial record keeping.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
See to read a variety of materials.  
Hear and speak to exchange information.  
Sit for extended periods of time.  
Bend at the waist, kneel or crouch to file materials.  
Lift and carry objects weighing up to 10 pounds.  
Push and pull objects up to 35 pounds.