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| **GEAR UP ACCOUNTING & RESEARCH SPECIALIST** | | | |
| **Reports to:** | GEAR UP Project Director |  |  |
| **Dept:** | Student Services | **Range:** | 25 |
| **FLSA:** | Nonexempt | **EEO:** | Professional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**BASIC FUNCTION:**

Under general direction, assist in the preparation of financial and academic reports required by the GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) grant; compile data in support of GEAR UP objectives and reporting requirements; manage budget allocation; track and document GEAR UP matching funds; and oversee GEAR UP expenses in accordance with federal grant fiscal guidelines; and perform related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Categorize and monitor complex budget; track grant spending and matching contributions; ensure that expenses are in line with federal guidelines for the grant; analyze and summarize budget expenditures and activities for compliance with grant bench­marks and objectives, as well as district and Department of Education guidelines.
2. Research, compile, analyze, interpret and prepare a variety of analytical reports and queries; reconcile college expense reports and assist in the preparation of the Annual Performance Report (APR) and the Final Performance Report (FPR).
3. Track and input statistical and student program data into appropriate systems; prepare routine statistical records and reports; collect and maintain all grant required records and program-related data and documentation for the duration of the grant.
4. Provide administrative assistance to the Director and other program staff; review program documents and records for accuracy, completeness and compliance with applicable laws and regulations.
5. Provide pertinent fiscal and research information for GEAR UP as requested.

**OTHER DUTIES:**

1. Provide logistical planning and support for GEAR UP events; initiate vendor contracts and process purchase orders; liaise with event participants and work with facilities to resolve issues.
2. Maintain current knowledge of applicable federal, state and local laws, rules and regulations pertaining to the program.
3. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. District organization, operations, policies and objectives.
2. Applicable federal, state and local laws, rules and regulations pertaining to the GEAR UP program.
3. Financial and statistical recordkeeping techniques.
4. Budget management.
5. Report preparation.
6. Basic math and accounting techniques.
7. Federal grant-reporting requirements.
8. Modern office practices, procedures and equipment.
9. Interpersonal skills using tact, patience and courtesy.
10. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.

ABILITY TO:

1. Research, compile, analyze, interpret and prepare a variety of complex administrative and analytical reports.
2. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
3. Participate in budget development and administration.
4. Work independently.
5. Make arithmetic calculations quickly and accurately.
6. Prepare and maintain records and files.
7. Operate a computer and standard business software.
8. Understand and follow oral and written directions.
9. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
10. Establish and maintain cooperative and effective working relationships with those encountered in the course of work.
11. Set priorities and exercise independent judgment within areas of responsibility.
12. Communicate effectively, both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor’s degree in accounting/business or a related field, and one year of related work experience; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

N/A

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable

**CONTACTS:**

District administrators, faculty, staff and students; high school staff and other government officials.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and/or stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; light to moderate repetitive use of a computer keyboard, mouse or other control; ability to travel to a variety of locations on and off campus as-needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interaction and com­municat­ion personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities; ability to effectively negotiate, mediate and resolve conflicts with and among contacts.

**WORKING CONDITIONS:**

Primarily busy office environment; subject to frequent contact with and interruptions by indivi­duals in person or by phone; may be required to work at any district location during day and/or evening hours with occasional holidays and/or weekends on an as-needed basis.