



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Supervisor of LEA Services and Grants
Reports To: Deputy Superintendent
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 02/2011
Last Revised Date: 02/2011

Summary:

Assumes responsibility for ensuring that Business Services provided to constituent districts are delivered in accordance with the ISD/LEA contractual agreement. Development and oversight of effective and efficient business procedures for those services specified in the ISD/LEA contractual agreements. Serves local district needs in business management as requested. Responsible for ensuring that Kalamazoo RESA and LEA's are positioned to take advantage of grant funding opportunities through development and oversight of effective and efficient grant processes for all grant applications, project and cash management, accounting, and compliance.

Essential Duties and Responsibilities:

LEA Business Services:

- Supervises LEA business services specified in the ISD/LEA contractual agreements
- Works under the general guidance of the Kalamazoo RESA Deputy Superintendent in administering the planning and evaluation of functions of the LEA Business Services division
- Supervise accounts payable processes and related staff assigned to LEA business services for all disbursements of amounts due to creditors for obligations of the districts
- Supervise all payroll functions and related payroll staff assigned to LEA business service division.
- Issuance of monthly financial reports for constituent districts, including accounts payable reports, revenue and expenditure reports, and budget reports
- Provide purchasing and fixed asset accounting in conjunction with LEA purchasing departments.
- Continually evaluates internal controls and systems/procedures to ensure the effective and appropriate utilization of district resources in administering the financial management function
- Submission of accurate and timely reporting of all federal state and local financial reports
- Cash flow monitoring for all operating and debt retirement purposes
- Provides all necessary support for district audit and monitoring visits

Grant Services:

- Monitors all district grant activities. Develops and maintains a comprehensive database of pertinent information for all district grants
- Develops funding strategies to meet identified program needs
- Applies in-depth knowledge and understanding of grant requirements for grant planning, acquisition, and management
- Coordinates grant proposal design, development, preparation and submission. Works closely with Project Administrators to anticipate grant application needs

Grant Services (cont.):

- Assesses district needs related to grant support and makes necessary adjustments in service delivery
- Develops, communicates, and evaluates processes and documentation related to grant activities
- Directs the preparation of financial information for grants
- Ensures processes are established and maintained to provide for compliance with all grant requirements
- Maintains all grant applications, modifications, and related financial reporting in MEGS and all other grant databases provided by the State of Michigan and federal government agencies
- Participates as an active team member in organizational projects as assigned
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree in Accounting, Business Administration, Finance or closely related discipline; three years related professional experience in a financial management position.

Certificates, License, Registration:

MSBO Certification required. Minimum level: Business Office Manager (BOM) certification.

Other Skill & Abilities:

Effectively present information in front of groups and engage the audience

Ability to communicate effectively including listening

Delegates work assignments as appropriate

Keep administrator abreast of department activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Develops strategies to achieve department goals

Performs duties as workload necessitates

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

Supervision of accountants, bookkeepers, and support staff within the LEA business services group. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include assisting with interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.