



Job Description

Job Title: Grant Analyst

Supervisor: Supervisor General
Accounting & Risk Management

Position Code:

Pay Grade: 34

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

This position is responsible for the financial administration, compliance monitoring, and support of grant development activities for federal, state, local, and private grants throughout the grant cycle. Responsibilities include maintaining grant records from inception through closeout, preparing reimbursement requests and financial reports, coordinating grant applications and amendments, monitoring compliance with grant requirements, and assisting departments with the effective management of grant-funded programs. The position works collaboratively with division leadership, budget staff, program administrators, and external grantors to ensure grant funds are managed in accordance with applicable regulations, reporting requirements, and strategic program objectives.

Essential Duties

1. Serves as the primary financial liaison with program administrators and grantor agencies throughout the grant lifecycle to ensure timely reimbursement, compliance, reporting, and successful grant closeout.
2. Supports the maintenance of all grant records from inception to closure.
3. Maintains accurate grant records, including ledgers, journals, receipts and invoices.
4. Oversees and coordinates the preparation and timely submission of grant applications and amendments to support academic program or funding changes.
5. Prepares and submits reimbursement requests through the grantor system or as required by the grantor on a timely basis and records the revenue in the financial system.
6. Compiles monthly reconciliations between grantor system and division financial system, summarizing expenses, cash receipts and other relevant grant information.
7. Prepares or assists in the preparation of applicable fiscal reports, including monthly expenditure reports and supporting documentation for reimbursement and audit purposes for sponsored grant programs, and ensures timely submission thereof.
8. Works with budget staff to identify the need to change grant-related general ledger accounts and/or move expenditures to balance grant funds.
9. Coordinates requests for new grant-related accounts and facilitates the setup and communication of account information across financial and operational systems to ensure accurate processing and reporting.
10. Assists in preparation for annual audits by outside vendor including journal entry adjustments, accounting analysis and preparation of detail financial schedules and statistical accounting data to include any inquiries, requests, and year-end accruals.
11. Monitors grant activity and key milestones, including reimbursement status, spending progress, compliance requirements, and grant closeout timelines, and works with departments to ensure timely resolution of outstanding items.
12. Monitors grant-funded programs and activities to ensure compliance with grant requirements, award conditions, and applicable federal, state, and local regulations.
13. Recommends improvements to administrative and management procedures and processes related to grant programs.
14. Attends conferences, meetings, and training sessions.
15. Assists departments in aligning grant expenditures with approved spending plans and coordinates adjustments to grant appropriations as needed.
16. Assists departments in identifying grant opportunities and developing budgets, narratives, and supporting documentation for grant applications.

17. Works with program and accounting staff to coordinate and support periodic monitoring activities conducted by grantor agencies.
18. Models nondiscriminatory practices in all activities.
19. Performs other duties as assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree with major coursework in accounting, finance, business or public administration and at least two years of relevant experience or any equivalent combination of experience or training. Specific grants experience and familiarity with the OMEGA system is a plus. Skilled in the use of fiscal management systems for business transactions and basic database maintenance. Must exercise professional decorum. Must possess excellent organizational skills and the ability to manage details accurately. Ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to reconcile accounts and to perform mathematical computations with speed and accuracy. Demonstrated ability in the use of financial systems at the transaction level and the use of Microsoft Office products.

Working Conditions & Physical Requirements

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Work Environment

Work is performed in an office environment. While performing the duties of this job, the employee may be required to attend both regular and scheduled meetings and events, some of which may take place outside of regular working hours.

Supervision Exercised: None

Supervision Received: Supervisor of Accounting & Risk Management

This job description in no way states or implies that these are the only duties to be performed by this employee. The Grants Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of General Accounting & Risk Management or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

07/2026 JSA