



We are pleased to announce that we are seeking qualified applicants for the position of  
**REGIONAL GRANTS & CONTRACTS ANALYST**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 1** **Regional Grants & Contracts Analyst**  
**40 hours/week, Mon-Fri, 250 days/year (pro-rated for remainder of 2022-23)**

**LOCATION:** **High Desert Regional Education Center, Redmond**

**START DATE:** As soon as possible

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, starting \$26.31 - \$32.03/hr depending on experience  
 Benefits include family insurance package, vacation, sick leave and paid holidays, generous PERS contribution

**QUALIFICATIONS: DEFINITION**  
 The Regional Grants & Contracts Analyst accounts for the ESD’s revenues and related expenditures for various federal grants, state grants, and certain other restricted resources, ensuring compliance with grantor agency regulations and laws, and OMB Uniform Guidance. This position also performs research and analysis of the grants and contracts, and audit support as it pertains to the Schedule of Expenditures of Federal Awards for the High Desert Education Service District and other school districts supported through Regional Business Services. The Analyst works closely with program managers to provide fiscal support on a consistent schedule.

- QUALIFICATIONS**
- Bachelor’s Degree in Accounting or a related field; or an equivalent combination of education and experience that would provide the required knowledge and abilities
  - Prior experience and understanding of grant funding, grant billing, and grant accounting
  - Demonstrated working knowledge of grant administration process, including reporting, record maintenance, budgeting, contract compliance and closeout
  - Knowledge and experience with OMB Uniform Guidance
  - Current knowledge of generally accepted accounting principles (GAAP) and governmental accounting standards
  - Experience in and a working knowledge of the Infinite Visions financial software application is a plus
  - Demonstrated skills using google sheets, excel spreadsheets and/or database programs.
  - Must have a firm sense of professional responsibility, ability to establish and maintain effective relationships with others, as well as solid organizational skills, the ability to undertake responsibilities and complete assignments with minimum supervision.
  - Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

*Any other combination of education and experience which demonstrates the applicant is likely to possess the skills, knowledge and abilities will be considered.*

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
 Rochelle Friend, 541.693.5623, [rochelle.friend@hdesd.org](mailto:rochelle.friend@hdesd.org)

- A COMPLETE APPLICATION INCLUDES**
- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
  - Current résumé
  - Completed application form (may be downloaded from HDESD website [www.hdesd.org](http://www.hdesd.org)) or via Recruit & Hire <https://highdesert.tedk12.com/hire/Index.aspx>

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**  
 Kristen Johns, Human Resources Manager  
 High Desert ESD  
 2804 SW Sixth Street  
 Redmond Oregon 97756  
 Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED: 7/15/2022  
 DIRECTOR OF HUMAN RESOURCES  
 Posting # C22-23/113

# **REGIONAL GRANTS & CONTRACTS ANALYST**

**Definition** The Regional Grants & Contracts Analyst accounts for the ESD's revenues and related expenditures for various federal grants, state grants, and certain other restricted resources, ensuring compliance with grantor agency regulations and laws, and OMB Uniform Guidance. This position also performs research and analysis of the grants and contracts, and audit support as it pertains to the Schedule of Expenditures of Federal Awards for the High Desert Education Service District and other school districts supported through Regional Business Services. The Analyst works closely with program managers to provide fiscal support on a consistent schedule.

## **Qualifications**

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**Classification** Classified

**Reports to** Business Analyst

## **PERFORMANCE RESPONSIBILITIES**

1. Perform grant-related post-award functions, including budgeting, budget and expense analysis, periodic invoicing, financial reporting, reconciliations, and grant closeout
2. Prepare accurate and timely financial reports to Federal, State and Local agencies as required
3. Provide accurate and timely financial reports and consulting for grant and contract program managers
4. Bill all funding agencies and contracted service customers on a scheduled basis
5. Monitor program financial status and alert managers to financial conditions
6. Maintain accounting and documentation according to state and federal guidelines for all grants
7. Responsible for compliance with OMB Uniform Guidance and compliance supplements for applicable federal programs
8. Preparation and reconciliation of annual Schedule of Expenditure of Federal Awards (SEFA)
9. Maintain well-organized files to meet regulatory and audit requirements
10. Ensure that other ESD centers adhere to proper accounting practices as they relate to grant accounting
11. Make appropriate judgments about work priorities and work with minimal supervision
12. Perform other duties as assigned

## **TERMS OF EMPLOYMENT**

Salary, benefits and vacation are established by policy and the collective bargaining agreement.