



## **NC GROW Charter Schools Program (CSP) Budget Specialist Job Description**

**Background:** The North Carolina Association for Public Charter Schools (NCAPCS) was awarded \$52,995,683 in funding from the U.S. Department of Education's Expanding Opportunities Through Quality Charter Schools Program (CSP) Grants to State Entities. This is a competitive grant program that enables State entities, including charter support organizations, to award subgrants to eligible applicants in their State to open and prepare for the operation of new charter schools and to replicate and expand high-quality charter schools.

This grant will fund *NC Growing Results-Oriented Wins with Charter Schools (NC GROW Charter Schools) Program* from 2025 - 2030, which will be led by NCAPCS. Through the NC Grow Charter Schools, NCAPCS plans to:

- Support the expansion of public charter schools, prioritizing innovative Career and Technical Education (CTE), STEM, or AI charter models.
- Deliver targeted technical assistance to help subgrantees strengthen their financial management.
- Provide comprehensive charter school board governance training in North Carolina.

**Overview:** The Budget Specialist will be responsible for ensuring the proper management and reporting of NC GROW CSP grant funds in accordance with applicable regulations and guidelines. This role will work closely with the Grant Program team to monitor expenditures, maintain accurate financial records, and facilitate the drawdown of grant funds.

### **Responsibilities:**

- Oversee the financial administration of the charter school grant program, including budget development, expenditure tracking, and reporting.
- Responsible for the fiscal compliance of both the grantee and subgrantees in alignment with federal regulations and guidance
- Review and process requests for drawdowns from grant funds, ensuring compliance with allowable costs and proper documentation.
- Maintain detailed financial records and supporting documentation for all grant-related transactions.
- Manage the grantee CSP budget, tracking allocations and internal controls, and financial reporting
- Prepare and submit financial reports and reimbursement requests to the funding agency as required.

- Collaborate with program staff to monitor grant expenditures and ensure alignment with approved budgets and grant objectives.
- Conduct regular budget reconciliations and provide financial updates to the project leadership.
- Oversight and development of subgrantee financial reporting
- Oversight and review of subgrantee annual audits
- Leads the CSP team's understanding of allowability, allocability, and reasonableness regarding CSP expenses for both the grantee and subgrantees
- Assist in the development and implementation of financial policies and procedures related to grant management.
- Participate in grant monitoring activities, such as site visits or audits, and address any financial findings or concerns.
- Provide guidance and training to program staff on financial compliance requirements and best practices.

#### Qualifications:

- Bachelor's degree in accounting, finance, business administration, or a related field.
- Minimum of 3 years of experience in grants management, financial reporting, or a similar role.
- Thorough understanding of federal grant regulations, cost principles, and financial management standards.
- Proficiency in financial software and spreadsheet applications (e.g., QuickBooks, Excel).
- Strong analytical and problem-solving skills, with attention to detail.
- Big picture budgeting experience inclusive of projection and forecasting
- Excellent written and verbal communication abilities.
- Ability to work independently and as part of a collaborative team.
- Commitment to maintaining strict confidentiality and ethical standards in handling financial information.

#### Preferred Qualifications:

- Experience with charter school funding or education grant programs.
- Knowledge of state and local financial regulations relevant to the grant program.
- Familiarity with online grants management systems and reporting platforms.
- Certification or training in grants management or financial compliance (e.g., Certified Grants Management Specialist).

To apply please send a resume and a detailed letter of interest explaining your qualifications to [hiring@ncpubliccharters.org](mailto:hiring@ncpubliccharters.org) with the subject line "Budget Specialist Application." No phone calls please.

Applications will be considered on a rolling basis.