



GRANTS ACCOUNTING MANAGER - POSITION DESCRIPTION

“New Orleans’ disastrously low-performing school system was almost entirely washed away in the flood. What is being built in its place is an educational landscape unlike any other, a radical experiment in reform that directly confronts the issue of providing equitable educational opportunities to all students.”

~ As described by Paul Tough in a New York Times Magazine profile of school reform in our city.

Our History

New Schools for New Orleans (NSNO) was developed in 2006 to support this quickly accelerating school reform effort. As the landscape in New Orleans is utterly unique, NSNO developed an innovative model to support and enhance these transformations. As the result our work – as well as the tremendous efforts of others – New Orleans was recently **ranked as the nation’s leading urban reform center** by the Fordham Institute. New Orleans now stands at the forefront of national reform efforts in the areas of parental choice, human capital, school autonomy, and district governed performance management.¹

Our Mission

NSNO’s mission is to deliver on the promise of Excellent Public Schools for Every Child in New Orleans.

New Schools for New Orleans’ (NSNO) mission – delivering on the promise of excellent public schools for every child in New Orleans – drives everything we do and every investment we make. Founded as a non-profit organization in 2006, NSNO makes strategic investments of time, expertise and funding to support the growth of New Orleans’ high-performing system of charter schools. Our commitment to developing schools and people, building school support programs, and maintaining a reform-friendly environment will not waver until high-quality educational choices are available to all families.

Our Strategy

<p>NSNO serves the city as a Strategic Leader.</p> <ul style="list-style-type: none"> • Maintaining focus on academic excellence • Monitoring needs that impact achievement gains • Promoting New Orleans’ successes 	<p>NSNO accelerates high-quality School Development.</p> <ul style="list-style-type: none"> • Supporting effective growth and expansion • Investing in innovative schools • Facilitating collaborative school turnaround 	<p>NSNO acts as a Landing Pad to grow, connect & sustain school support organizations.</p> <ul style="list-style-type: none"> • Recruiting local/national academic programs investing in teachers and leaders • Building sustainable citywide demand for school support providers to build citywide to sustain valuable initiatives
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Results of NSNO Programming and Investments to Date

- \$33.6 million I3 grant awarded that aligns government actors and school operators around annually turning around bottom 5% of schools in New Orleans
- 35% of open-enrollment charter schools funded by NSNO to launch, expand and/or develop that serve more than 15,000 students
- 174 leaders and teacher leaders developed by NSNO-invested training programs to serve more than 12,000 students
- 600 teachers recruited to serve in 85% of open-enrollment public charter schools;
- Student achievement at 100% of open enrollment charter schools impacted by NSNO-invested support organizations

KEY RESPONSIBILITIES:

New Schools for New Orleans (NSNO) was awarded a five-year \$33 million Investing in Innovation (i3) grant, which aims to increase the number of high-quality schools in New Orleans and a five-year \$13.7 million Teacher Incentive Fund (TIF) grant to differentiate compensation to teachers and principals based on their value-added student achievement results.

NSNO seeks a Grants Accounting Manager who will be responsible for processing monthly reimbursements for sub-recipients and vendors in accordance with their grant budgets, OMB Circulars and EDGAR. This includes organizing

¹ http://www.edexcellence.net/201008_SchoolReformCities/NewOrleans_Profile.pdf

processes and deadlines with up to 27 public charter schools over 5 years in Louisiana (19) and Tennessee (8). Additionally, this position will provide sub-recipient oversight to ensure grant compliance, including the administration of financial and program milestones, audit of monthly reimbursements specifically on timekeeping for each school, expense eligibility, equipment inventory and procurement

Specifically, the Grants Accounting Manager will:

- Ensure timekeeping process for NSNO and charter schools is in compliance with OMB 122 and EDGAR.
- Create and administer budgets for the i3 and TIF grants with each new sub-recipient/vendor and manage rollup of budgets to the 524.
- Communicate with the DOE on significant budget changes.
- Administer all Federal reporting to include 524 and quarterly ARRA reporting.
- Maintain federal grant accounting records ensuring costs are accurately tracked in accordance with i3 and TIF contracts.
- Implement a procurement process from request, open bid, contract and invoice.
- Oversee inception to date tracking of contracts to budget for each grant.
- Ensure G-5 drawdowns are processed monthly and work with the Director of Accounting in effective cash management processes to comply with 72 hour disbursements rule. Ensure match funds are allocated and processed monthly.
- Assist CFO and Program management in rolling out process and procedures for new sub-recipient awards to ensure proper budgeting, reimbursements and compliance.
- Manage the yearly NSNO Single Audit as well as ensure sub-recipients with over 500K in funding complete single audits.
- Compile and report match fund reporting yearly.

REQUISITE QUALIFICATIONS

This is an outstanding opportunity to play an integral role in public education reform in New Orleans. Therefore, first and foremost, the Grants Accounting Manager must be committed to the mission of NSNO and be in alignment with NSNO's beliefs that:

- Every child deserves an excellent education and it is the responsibility of adults to ensure that this occurs;
- Charter schools and parent choice are critical to the education reform landscape; and
- The successful creation of an excellent system of schools in New Orleans has the potential to be a model for urban school reform nationwide.

This candidate must demonstrate:

- Initiative in resolving problems, developing and implementing solutions in an independent manner;
- Strong communication and facilitation skills, specifically when working with external stakeholders;
- High degree of integrity and ethics;
- A track record of achievement;
- An eagerness to learn on the job; and
- The belief in NSNO's core values: Student Achievement First, We Find Solutions, Together We are Stronger, We Lead with Courage, We Love What We Do.

Additionally, ideal candidates would have:

- A Bachelor's Degree in Accounting or Business Administration;
- Two to three years of experience in government contracting or grant accounting/compliance –experience with public charter schools Finances a plus;
- Prior experience with significant grant awards, ideally in education – NSNO oversees i3 and TIF grants totaling \$42 million over 5 years;
- Knowledge of Quickbooks or Sage MIP;

REPORTING RELATIONSHIP

The Grants Accounting Manager will report to the Chief Financial Officer.

COMPENSATION

Compensation for the position is highly competitive and commensurate with experience. In addition to highly competitive salary ranges, NSNO provides a comprehensive compensation package that meets or exceeds that level of benefits provided by many of the most respected organizations in our industry.

APPLICATION INSTRUCTIONS

To apply for this position please visit the following link: <http://tinyurl.com/GrantsAccountingManager-NSNO>
New Schools for New Orleans is an equal opportunity employer.