



POSITION ANNOUNCEMENT

Budget and Grants Specialist – Learning Services

Deadline for Application: March 29, 2024

Cooperative Educational Services Agency 10 (CESA 10) is looking for an individual to serve as a full-time, Budget and Grants Specialist in the Learning Services Department. This position is to provide detailed fiscal management to department staff, interdepartmental teams, and member school districts with federal, state and/or other awarded grants in a professional work team atmosphere. Duties and responsibilities may vary periodically in relation to department goals and special projects.

Qualifications: The ideal candidate will possess an associate degree in accounting or have at least three years of accounting experience. Knowledge of accepted accounting practices as required by the agency, state, and federal government along with proficiency in Microsoft Office Suite Excel is required. Experience developing budgets and use with databases is preferred.

Related Skills:

- Experience with web-based applications
- Evidence of excellent oral and written communication skills
- Evidence of the ability to work cooperatively with colleagues, administrators, and district staff
- Evidence of willingness to be flexible and provide professional customer service
- Evidence of maintaining confidentiality of all records
- Willingness to travel

Performance Responsibilities:

- Provide external technical and program management for ESEA programming for districts
- Maintain internal Learning Services fiscal components
- Provide fiscal, technical and program support for department staff and professional development offerings

Complete job description information is located at: <https://www.cesa10.k12.wi.us/employment> - Learning Services

This is a full-time position. Wages will be competitive with an excellent benefit package including health, dental, vision, life and disability insurance, retirement benefits, Wisconsin Retirement System pension, and paid time off. Interested applicants should apply on [WECAN](#). Deadline for applications is March 29, 2024.

**Human Resources
Cooperative Educational Service Agency 10
725 W Park Ave Chippewa Falls, WI 54729**

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.