

**POSITION TITLE:** Senior Account Technician – Facility Services

**QUALIFICATIONS:** Associates degree in accounting or business, plus two years of office support experience in accounting, bookkeeping and payroll or equivalent experience/training required. Experience working with capital projects a plus. Must have excellent interpersonal, oral and written communications, customer service, public relations and organizational skills. Must have the ability to work independently with minimum supervision and efficiently under pressure. Must be able to effectively manage multiple deadlines and set priorities. Must have considerable knowledge and experience with Microsoft office and strong computer skills.

**PERFORMANCE EXPECTATIONS:** Prepares requisitions, purchase orders and change orders. Prepares invoices for payment including inquiries to vendors to clarify invoice billing. Responds to inquiries from vendors on status of payments. Maintains accurate detailed reports by assigning project numbers and budget codes, recording and tracking expenditures, and analyzing encumbrance balances. Monitors CIP and Facilities Services budgets and prepares monthly budget vs. actual analysis. Maintains proper accounting of repair and capital improvement projects including preparing journal entries, maintaining and reconciling related ledger accounts and analyzing expenditures in preparation for capitalization or project close out. Meet audit requirements for financial reporting purposes. Obtain back-up documentation for external/internal audit issues at year-end and as needed. Performs timekeeping duties for the Facilities Services department. Prepares reimbursements, departmental invoices, and travel requests. Composes letters and memorandums. Establishes and maintains effective working relationships with personnel in the schools, other departments and vendors. Writes, updates and maintains a comprehensive policy and procedures manual for assigned tasks. Performs other related duties as assigned.

**GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK:** Performs skilled clerical work typically performed in an office setting. Work requires sitting, occasional walking, fingering and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word level, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

**REPORTS TO:** Manager Maintenance

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 109

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Non-exempt