



JOB DESCRIPTION

Position Code: 652
Management Group: SJAA
Salary Range: 12
Work Calendar: 003
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POSITION TITLE: Coordinator, Facilities Accounting and Compliance

DEFINITION: Under general direction, responsible for ensuring district compliance with all applicable state and local laws and regulations pertaining to the operations of the Facilities department; coordinates the financial accounting and budgeting responsibilities associated with the Facilities, Maintenance and Operations, and Transportation departments; coordinates the use of facilities, developer fees, leasing of district property, and other applicable programs.

DIRECTLY RESPONSIBLE TO: Chief Operations Officer

SUPERVISION OVER: Classified personnel as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Organizes and coordinates the financial accounting and budgeting responsibilities associated with the Facilities, Maintenance and Operations, and Transportation departments and ensures compliance with applicable laws, codes, and regulations.
2. Coordinates and evaluates internal processes and controls to ensure district-wide compliance with applicable state and local laws, regulations, codes and established departmental policies and procedures for assigned areas of responsibility.
3. Reviews third-party leasing/facilities use agreements and oversees the management of district-wide facilities use program and joint lease agreements between the district and external agencies/stakeholders.
4. Assists with the coordination of applicable district services as defined by third-party leasing/facilities use agreements.
5. Performs comparative analysis surveys to establish and revise schedules of fees associated with facilities use, developer fees, etc. and may collaborate with independent counsel.
6. Oversees the processing of construction progress payments and monitors claims, stop notices, retention payments, back charges and/or liquidated charges.
7. Assists project managers and other key personnel in reviewing and analyzing contracts, bidding procedures, and facilities-related (public works) purchases in compliance with public contracting requirements.
8. Serves as the system administrator of applicable third-party software programs/applications and develops, maintains, and updates procedural manuals to ensure compliance with established departmental policies and procedures.
9. Assists in the development of departmental and district goals, objectives, policies and procedures and makes recommendations for improvements as necessary.
10. Collaborates with other district departments to assist in the development of policies and procedures related to areas of responsibility.
11. Assists with the coordination of required independent, external audits of the district for assigned areas of responsibility.
12. Researches and interprets laws, regulations, and codes to assess departmental exposure to liabilities for assigned areas of responsibility and consults with independent counsel to eliminate potential risk and ensure compliance.

13. Oversees and coordinates bond accounting, capital improvement budgets and the cash flow management process of projects and contracts, including the preparation of periodic and special statistical and comparative analyses.
14. Responsible for preparing financial reports and monitoring assigned budgets for irregularities, reconciling anomalies to ensure accuracy of financial statements and reports, and coordinating specialized reporting for state and local agencies.
15. Prepares and maintains records and reports to ensure compliance with standards, applicable laws, and district procedures.
16. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education, and experience equivalent to a bachelor's degree from an accredited college or university with an emphasis in accounting, budgeting, or financial management or closely related field.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal, state, and local laws, rules, regulations, codes and legislation
- Knowledge of accounting and budgeting principles, procedures and terminology and their application to a variety of accounting and budgeting transactions and problems
- Knowledge of cash management and fiscal solvency concepts and practices
- Knowledge of public works purchasing laws, rules and regulations
- Knowledge of principals of supervision and ability to analyze complex problems, prescribe and formulae remedial policies, procedures and/or programs
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of research resources and data collection practices
- Ability to work effectively with all levels of district staff, representatives of external agencies, and other stakeholders
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to communicate effectively both verbally and in writing with all levels of staff and members of the community
- Ability to understand and follow verbal and written instruction
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to establish priorities and meet deadlines
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Outdoor areas
- Moderate noise
- Continuous contact with staff with frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and evenings, as required
- Ability to travel locally to attend meetings and other events

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 10/13/2021