

## **FACILITIES ACCOUNTANT**

### **DEFINITION:**

Under the direction of the Chief Operations Officer, provides specialized technical analysis and accounting/budgetary support. The Facilities Accountant prepares records and maintains forms, financial records and documents for the district building program which includes land acquisitions, new construction, reconstruction and modernization projects. The position will assist the Facilities Project/Program Services Manager with communications and the filing of forms and documents with state agencies related to contracts, payments and purchase orders. The position will work closely with business services and fiscal services and will be responsible for the maintenance of accurate cost accounting records including records necessary for audits for the Office of Public School Construction for state funded projects.

### **QUALIFICATIONS:**

**Experience:** Minimum of four years increasingly responsible technical experience in accounting and budgeting or related field.

**Education:** Bachelor's degree, preferably with concentration in accounting, finance or related field; or a comparable combination of units and work experience.

### **DISTINGUISHING CHARACTERISTICS:**

- Responsible for more complex and technical analysis
- Performs complex accounting, auditing, and fiscal analysis duties
- Requires expertise in accounting and analyzing functions

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares and coordinates the financial data and cost accounting systems and services necessary to maintain accountability for analysis, planning and accounting for governmental funds, construction projects, grants, bonds, donations and other financial instruments of the school district
- Prepares and develops budgets, cash flow reports, cash flow projections, forecasts, single and multi-year budget plans and other reports assigned or required
- Monitor compliance and collection of financial data for state, Federal, and local reimbursements in order to meet legal, fiduciary, and statutory regulations
- Analyze and verify accounting data for posting; posts, adjusts, and balances accounts and initiate budget transfers as needed
- Prepare, analyze, and review revenue, expenditures, fund balance, cash flow and budgetary accounts
- Files forms and documents with various state agencies in compliance with program requirements
- Compiles, reconciles, and technically interprets data for the preparation of complex reports for internal and external use.
- Coordinates and consults with other District departments, governmental agencies, auditors and others on financial and data-sharing needs
- Prepare district, state and federal financial reports as required
- Schedule milestones and coordinate between District administrators and external design professional and construction team including contractors, construction managers, architects, consultants, and inspector of records
- Prepare budget and financial reports for bond oversight committees
- Develop and maintain spreadsheets and generate a variety of computerized reports
- Perform internal audits and assists District's external auditors by preparing documentation required for annual audits
- Enters fixed assets in tracking software and reconciles the assets with financial reports
- Attends and participates in meetings
- Assists in reconciling and verifying the accuracy of revenues and expenditures for multiple facilities funds
- Performs other related duties as assigned

### **KNOWLEDGE:**

- Generally accepted accounting and auditing principles, practices and procedures
- Basic construction cost accounting techniques
- Construction delivery methods, bidding and procurement processes
- Basic legal requirements for contract documents including bid advertisements, contract forms, bonds, insurance certificates, stop notices, completion notices

## **FACILITIES ACCOUNTANT**

- Standard construction documents and logs including transmittals, requests for information, submittals, requests for proposals, change orders and change order proposals
- General knowledge of modern office equipment and computer programs
- Oral and written communication skills and interpersonal skills using tact, patience and courtesy

### **ABILITIES AND SKILLS:**

- Utilize software, advanced spreadsheet skills including linking complex spreadsheets, creating formulae, graphs, creating and auditing data sets for technical uploads between software programs
- Effectively and clearly communicate orally and in writing with staff, agencies and in public settings
- Compare numbers and detect errors efficiently
- Prepare financial records, reports and statements
- Interpret and prepare reports which include complex information and data
- Meet schedules and time lines
- Make arithmetic computations with speed and accuracy
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative relationships with vendors, architects, contractors, and District administrators

### **PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public.