

**Capital Projects Analyst
New Hanover County Schools**

Job Description

Class: **Classified**
Division: **Maintenance Operations**

TITLE: **Support Associate VI - Capital Projects Analyst**

QUALIFICATIONS:

1. Associate's Degree in Accounting or Finance, or equivalent combination of education and experience.
2. Three to five years of increasingly responsible experience in finance or budget preparation and analysis.
3. Effective communication and computer skills.

REPORTS TO: Director of Maintenance Operations

JOB GOAL: To provide necessary accounting analysis and information regarding capital projects for the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school facility issues.
2. Coordinate capital and bond project budgets; conduct fiscal impact analysis and revenue and expenditures forecasting; analyze current project activity with regard to funding, scheduling and trends.
3. Maintain all financial records and calculations for capital and bond projects; serve as contact person for accounts and financial status of projects.
4. Provide support for Facility Planning and Construction Department; compile records on a spreadsheet or other database management system; generate comprehensive project reports; analyze trends, funding sources and expenditures.
5. Determine the proper allocation and distribution of designated financial resources for projects in accordance with established policy; initiate or recommend corrective action when necessary.
6. Reconcile capital and bond project accounts; interact with the Finance Department regarding transfer requests, transition funding at the beginning and end of the fiscal year; review capital and bond project bids, contracts and change orders to insure accuracy and compliance with financial procedures.

7. Coordinate, schedule and assist the Director with designer selection procedures; advertising project announcements, scheduling interviews and recommending the pre-selected firms.
8. Prepare all board agenda items including but not limited to funding requests, budget transfers, contract approval, change order approval and designer selection.
9. Coordinate, process and assist the Project Managers in warranty repair request actions; maintain up to date warranty repair request logs and track progress of repairs.
10. Attend training sessions and/or seminars as required to maintain or enhance skills that may be required for the successful performance of this position
11. Review and ensure the accuracy of outgoing correspondence, records and or reports of complex, procedural or program activities.
12. Performs other related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At-Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, contractors, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Working knowledge of principles, methods and practices of budgeting, bookkeeping and finance in a school system setting.
- Knowledge of state laws relating to fiscal controls and budgetary guidelines.
- Demonstrate working knowledge of construction terms and operations; able to research, analyze, interpret and report on financial findings related to construction projects.
- Extensive knowledge of office practices and procedures.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.