JOB DESCRIPTION

JOB TITLE: Facilities Accounting Technician

Job Family: Business Services

Range: 45

Job Purpose Statement/s: The job of "Facilities Accounting Technician" is done for the purpose/s of performing routine to responsible facility accounting and technical functions in support of Facility Services; act as a resource regarding facilities accounting, and must demonstrate accuracy, attention to detail and independent judgment and problem-solving skills to be exercised in relation to specific assigned areas; perform responsible facility accounting and reporting functions.

Essential Job Functions:

- **Maintains** State Allocation Board (SAB) and Office of Public School Construction (OPSC) applications, financial records, audit reports, cost analysis, and processes documents involved in processing and accounting of school facilities. Maintains SAB, OPSC, and District records on financial/special reporting of transactions to the OPSC and SAB.
- **Assists** in making financial and statistical reports of records and accounts maintained and for tasks as assigned.
- **Researches,** tracks, and prepares reports related to demographics and local development.
- **Assists** in creating and maintaining the District's 5-year plan including enrollment projection processes.
- **Computes**, verifies, balances and adjusts accounts, records and data requiring independent judgment abased on established procedures and policies.
- **Maintains** records related to the accounting needs of Facilities Services.
- **Processes** invoices and contracts for payment; audits extensions, verifies receipt and/or completion, assigns correct account codes, enters information into computer.
- **Monitors** dates to assure required actions are completed in a timely manner.
- **Processes** purchase orders; verifies authorization, account coding and available funds; encumbers funds; sorts, distributes and files forms.
- **Prepares** deposits for builder's fees.
- **Verifies** accuracy of developer fee reports; adjusts/corrects information as needed and accuracy of developer fee accounting.
- **Operates** computer terminal to generate lists, update records, monitor expenditures, respond to requests, create reports and spreadsheets
- **Researches** problem areas, questions areas of concern; tracing payments, credits, invoices; contacting vendors, suppliers, contracting agencies and/or employees as necessary to reconcile discrepancies.
- **Obtains** and provides financial data for County Office, SAB, OPSC and District departments as assigned.
- **Performs** a variety of clerical duties including filing, typing and processing to complete assigned duties.

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Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements – Qualifications:

- **Experience Required:** Minimum of three (3) years of job-related experience in accounting, financial or statistical records maintenance.
- **Skills, Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding accurately at a rate of 40 words per minute; to use computers and accounting applications, maintain records, apply basic accounting practices.

  Knowledge of basic accounting practice, problem solving methodology, and modern office methods. Correct English grammar, spelling, vocabulary and accounting terminology.

  Abilities to sit for prolonged periods, think logically with attention to detail, prepare clear and accurate reports. Significant physical abilities include reaching/handling/fingering, talking/hearing, near visual acuity/visual accommodation.
- **Education Required:** Equivalent to the fourteenth (14^{th}) grade, including coursework in accounting, information management.
- **Licenses, Certifications, Bonding and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results.