

**FACILITIES ACCOUNTANT**

Grade 21

**Purpose Statement**

The job of Facilities Accountant is done for the purpose/s of supporting the development and monitoring of the facilities budget, and expenditures with specific responsibility for ensuring that overall fiscal policies, practices, and regulations meet compliance requirements; maintaining accurate account balances; assisting in the preparation of grant expenditure projections and requirements; and providing financial information, guidance, and recommendations to the Assistant Superintendent of Business Services, or designee.

This job reports to Assistant Superintendent of Business Services or designee.

**Essential Functions**

- Analyzes financial information (e.g., invoices, construction payments, etc.) for the purpose of identifying potential financial variances, developing procedures, and conforming to established financial practices and regulatory requirements.
- Collaborates with a wide variety of stakeholders (e.g., consultation, development of the bond oversight committee financial report, contractors, etc.) for the purpose of providing required guidance and support while remaining in compliance with District, state, and federal policies and regulations.
- Compiles financial information (e.g., reports, letters for reimbursement, etc.) for the purpose of providing accurate and up-to-date information in accordance with established financial policies, practices, laws, and regulatory guidelines.
- Creates documents, files, and reports (e.g., cash balance reports, salary allocation documentation, etc.) for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Maintains and compiles a variety of fiscal documents, files, reports and records (e.g., chart of accounts, reports for reimbursement from CFD funds held at fiscal agents, etc.) for the purpose of providing an up- to-date reference and preparing for annual audit.
- Manages a variety of processes (e.g., preliminary lien notices, stop notices, escrow accounts, releases, securities in lieu of retention, escrow agreements, etc.) for the purpose of providing information, documentation and recommendations, addressing a variety of administrative requirements.
- Monitors a variety of accounts, processes, and procedures (e.g., contract encumbrances, construction purchase orders, etc.) for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices, and regulatory requirements.
- Participates in meetings (e.g., staff meetings, in-service training, workshops, etc.) for the purpose of conveying and gathering information required to perform job functions.
- Prepares or reviews a wide variety of documents, files, and records (e.g., contract change orders for

Board approval, state reports, worksheet to separate construction in progress from completed projects, etc.) for the purpose of documenting activities, providing written reference, and conveying information.

- Recommends policies, procedures, and actions (e.g., construction contract preparation, etc.) for the purpose of providing direction to the department.
- Reconciles fiscal information and account balances (e.g., software transactions to facilities database, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances, and complying with accounting practices.
- Registers projects and contractors with the department of Industrial Relation for the purpose of ensuring accuracy and compliance.
- Researches a wide variety of financial and administrative topics (e.g., trends in school construction accounting, changes in state or federal regulations, etc.) for the purpose of providing information and recommendations that impact the operations of the District.
- Responds to inquiries from stakeholders (e.g., contractors, administrators, etc.) for the purpose of providing information, direction, and appropriate referrals.

### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and pertinent software applications; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; state funding; APSC auditing process; departmental industrial relations; and pertinent codes, policies, regulations, and laws related to school construction.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education (Minimum):** Bachelors degree in job-related area.

**Equivalency:** Extensive experience in school construction accounting.

**Required Testing**

None Specified

**Continuing Educ. / Training**

None Specified

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*