



Irvine Unified School District

FACILITIES PROJECT ACCOUNTANT

DEFINITION

Under the direction of the Director of Fiscal Services, provides specialized technical administrative support. Prepares, records and maintains project schedules, forms, records and documents for the school building program which includes land acquisitions, new construction, reconstruction and modernization projects. Assists in the planning, development and control of the facilities budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepare, review, and maintain spreadsheets, schedules, forms and documents for school facilities related projects.
- Prepare budget reports.
- Prepare monthly and annual financial reports.
- Verify accuracy of State Reports.
- Prepare accounting analysis and reconciliation.
- Monitor audit process.
- Manage multiple facilities related funds.
- Analyze contracts, specifications and addenda and prepare analysis.
- Prepare and submit State reports, including State Facilities Report, within required time lines.
- Prepare Cash Demand Reports, including past and future projections.
- Create and maintain web based management reports.

QUALIFICATIONS GUIDE

Knowledge of:

- Accounting principles.
- Budget techniques.
- Construction accounting.
- School budgets.
- Principles and practices of construction industry and related governing agencies.
- Current technology, software applications, office practices, procedures and written communication skills.

Ability to:

- Speak and write effectively.
- Communicate persuasively.
- Read, understand, and apply technical procedures and requirements.
- Understand and apply accounting principles.
- Prepare concise and comprehensive financial spreadsheets and reports.
- Work independently with minimal supervision.
- Demonstrate initiative and sound judgement.

- Meet deadlines, organize and set up schedules.
- Establish and maintain cooperative working relationships with fellow employees and those contacted in the course of work.
- Operate an IBM - compatible personal computer, including spreadsheet software.

Experience/Education:

- Two years experience working with budgets in public sector or fund management experience in the construction industry, or any combination of training and experience which provides the applicant with the knowledge and abilities listed above.
- Equivalent to completion of high school.
- Course work in construction management of Facilities/Maintenance management is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate.

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