



FACILITIES PROJECT ACCOUNTANT

DEFINITION:

Under the supervision of the assigned Director, provides specialized technical administrative support; prepares, records and maintains project schedules, forms, records and documents for the School Building Program including land acquisitions, new construction, reconstruction and modernization projects; assists in the planning, development and control of the facilities budgets and performs related duties as assigned.

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

- Provides specialized technical administrative support as assigned; prepares, reviews and maintains spreadsheets, schedules, forms and documents for school facilities-related projects.
- Prepares and maintains records and reports related to assigned activities; prepares budget reports according to established procedures; prepares monthly and annual financial reports; prepares Cash Demand Reports including past and future projections; creates and maintains web-based management reports.
- Prepares accounting analysis and reconciliation per established procedures.
- Monitors audit process and performs related duties.
- Manages multiple facilities-related funds per established procedures.
- Analyzes contracts, specifications and addenda and prepares analysis accordingly.
- Prepares and submits State reports including the State Facilities Report within established required time lines; verifies accuracy of required State Reports.
- Communicates with personnel to exchange information and resolve issues or concerns.
- Operates various office equipment including a computer and assigned software.

QUALIFICATIONS GUIDE

Knowledge of:

- Accounting principles and budgetary techniques.
- Practices and procedures related to construction accounting and school budgets.
- Principles and practices of construction industry and related governing agencies.
- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial and accounting reports.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Understand and apply accounting principles.
- Prepare concise and comprehensive financial spreadsheets and reports.
- Work independently with minimal supervision.
- Demonstrate initiative and sound judgement.
- Maintain accurate financial and budgetary records.
- Prepare and review accounting reports.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in a related field and two years of experience working with budgets in a public sector or fund management experience in the construction industry.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Office and outdoor 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. The noise level in the work environment is usually moderate.

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