

Sweetwater Union High School District

CAPITAL PROJECTS FINANCING & REPORTING MANAGER

Purpose Statement

The job of Capital Projects Financing & Reporting Manager is done for the purpose(s) of assisting the Chief Financial Officer and Assistant Superintendent of Business Services by planning, organizing, managing and administering specialized financial activities related to facilities financing and reporting of construction projects, oversees all funding aspects of the facilities programs, district debt portfolio and policy, Community Facilities Districts administration and asset utilization.

Essential Functions

- Manages and monitors debt proceeds and debt service payments processes.
- Ensures compliance with bond disclosure requirements.
- Plans and participates in district debt issuance. Including: Credit rating agency presentations, due diligence assurance and provides financial information for bond documents.
- Serves as a District liaison with a variety of governmental organizations (e.g., County of San Diego Treasurer Tax Collector).
- Collaborates with District's financial advisor to formulate debt policy.
- Coordinates with the District's consultant and provides financial information as needed (i.e. Arbitrage Rebate computation, Debt Issuance Compliance, etc.).
- Coordinates and participates in Community Facilities District (CFD) formation process.
- Provides analysis of development impact and financial needs.
- Prepares materials in written and electronic formats (e.g., reports, brochures, memos, letters, presentations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in meetings (e.g., Board meetings, workshops, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Researches information for the purpose of providing additional information and/or recommendations to address a variety of labor relations and negotiations requirements.
- Coordinates the CFD website information and display.
- Monitors special taxes levied and taxable parcel count to determine expenditure allocation percentages.
- Plans and prepares quarterly financial statements for each CFD and the posting to CFD website.
- Leads and prepares Annual CFD Report for the Board of Trustees and the posting to CFD website.
- Plans for and serves as a Liaison for Annual Special Audit of CFDs.
- Reviews criteria for all CFD expenditures and consults with Legal Counsel as needed.
- Serves as Liaison with the District's Special Tax Consultant.
- Coordinates and prepares cash flow for the bond proceeds.
- Plans for and serves as liaison for financial and performance audits.

- Serves as the District contact for all Citizens' Bond Oversight Committee (CBOC) financial requests and reports.
- Attends monthly CBOC and other meetings and presents financial information as needed.
- Interprets financial and reporting procedures and policies of the Office of Public School Construction (OPSC) and the Division of State Architect.
- Collaborates with the District's Financial Services Departments to ensure that the District's accounts are in compliance with OPSC, the California Department of Education and the Government Accounting Standards.
- Directs and reviews the preparation of applications for State School Facilities funding.
- Reviews State claims for accuracy and compliance.
- Organizes and prepares Annual and Five Year Reportable Fees Report in compliance with California Government Code.
- Plans, coordinates and monitors the District's multi-year capital projects budget.
- Coordinates and prepares the monthly Capital Facilities Financing Plan (CFFP) Board Item.
- Completes special projects as requested by the Chief Financial Officer and Assistant Superintendent of Business Services.
- Supervises and evaluates the performance of assigned staff.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; performing simple and complex accounting procedures; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: financial concepts, techniques and regulations; accounting/bookkeeping principles; and concepts of employee supervision and evaluation. Knowledge of governmental budget, accounting and fiscal principles and practices. Knowledge of accounting and auditing procedures as well as the California School Accounting Manual. Knowledge of legal basis and sources of finance for California school building programs. Knowledge of data processing, computer systems, principles, financial analysis and research procedures.

ABILITY is required to organize activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze

issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to have some impact on the organization's services.

Working 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 65% sitting, 15% walking, and 20% standing. The job is performed under a generally hazard free environment.

Education and Experience

Bachelor's degree from an accredited college or university with major course work in accounting or related field. Three years of experience with public school capital facilities projects, construction services, building programs, community facility districts, school debt or a related field.

Required Testing

None Specified

Certificates Required

None Specified

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410