

FACILITIES ACCOUNTING SUPERVISOR

DEFINITION

To plan, organize, supervise and participate in specialized accounting duties related to the maintenance of financial information on all construction projects; to perform a variety of technical tasks relative to assigned area of responsibility; and to ensure that all legal and procedural requirements are met and accurate financial records are maintained.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the director of fiscal services.

Exercises direct supervision over assigned classified staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Maintain financial information on all construction projects and assist the planning department regarding school facility projects.

Prepare applications and claims for state reporting; ensure proper paperwork and compliance with state regulations.

Process timely payment of all contractors= requests for payment.

Maintain district records for financing and long-term debt.

Maintain records and accounts for reporting information regarding activities and costs associated with facilities financing and capital projects.

Consult with state agencies to ensure compliance.

Maintain records for all remodeling and Mello Roos projects.

Provides accounting services for Community Facilities Districts and prepares financial statements and status reports.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for facilities accounting operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in facilities accounting operations.

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EXAMPLES OF DUTIES

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications; prepare various reports on facilities operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

Participate in the selection, training and performance evaluation of assigned staff.

Answer questions and provide information to district personnel and the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Maintain the ledgers and journals for the district funds that include the preparation and posting of financial documents and reconcile accounts with data processing reports; prepare various financial reports.

Assist federal, state, and district auditors.

Perform other duties related to this position.

QUALIFICATIONS

Knowledge of:

Principles, methods, techniques and terminology used in generally accepted accounting procedures and financial record keeping.

Pertinent federal, state, and local laws, codes and regulations.

Principles of supervision, training and performance evaluation.

Principles of mathematics.

Budgeting procedures and techniques.

Modern office procedures, methods and computer equipment.

Ability to:

Supervise, train and evaluate assigned staff.

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Ability to:

Supervise and perform complex and specialized financial computations.

Apply and adapt accounting methods to a variety of financial transactions.

Maintain complex records, analyze data, and prepare accurate reports.

Understand and follow oral and written instructions.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Make complex mathematical calculations quickly and accurately.

Assist in department budget preparation and administration.

Learn and effectively use computer hardware and software applicable to assignment.

Operate standard and specialized office machines and equipment applicable to assigned operations.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible technical accounting experience. One year of lead or supervisory experience is desirable.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, data processing applications of accounting, finance or a closely related field.

Primary work is performed within an even-floored, carpeted, and air-conditioned office environment with fluorescent lighting and a moderate noise level. Some movement is

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Physical Demands and Environmental Conditions:

required from office-to- office and there is occasional exposure to the external environment when going to outlying offices or meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

Work is sedentary to light and primary work is performed in a sitting position at a desk. Typical tools used are pencil, pen, telephone, calculator, typewriter, computer, printer, copy machine, stapler, which require motor skills sufficient to repetitively twist head, upper body, arms, reach, grasp, write, type (keyboard), and handle papers. May lift light weight. Frequent use of hand and finger dexterity to write, keyboard, and firmly grasp, reach, pull, handle tools, machinery, equipment, and papers. Occasional need to bend, stoop, and crouch .

Hearing and speech acuity sufficient to communicate in person and by means of a telephone. Work requires constant use of near and far visual acuity, depth perception, and field of vision sufficient to read alphabetical and numerical data from desk and other nearby machines and operate tools and machinery used in the course of work.