

## **FACILITIES AND PLANNING ACCOUNTING TECHNICIAN**

### **DEFINITION**

Under general direction, performs, organizes, and coordinates specialized functions in the preparation and maintenance of District school construction accounting records; prepares related reports; interprets and implements Federal, State, County, and District laws and directives for financial recordkeeping, budgeting, and year-end closing.

### **ESSENTIAL DUTIES**

- responsible for the development and implementation of controls and records related to school construction accounting; prepares and files appropriate reports with the State Allocation Board and other Federal, State, and local agencies
- collects developer fees and maintains fee certificate data
- performs complex and technical fiscal record management operations related to construction and facilities-related projects; monitors construction contracts and payment requests; assists with project closeout
- responsible for the assembling, tabulating, calculating, and preparing of the annual facilities budget
- maintains current material related to school construction accounting, public school law, and accounting procedures
- audits certified payroll reports and complies with all Labor Compliance Program regulations
- responds to technical questions and provides information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies
- maintains and monitors all GASB 34 fixed asset program requirements
- assists external auditors to ensure efficient and responsive audit of the District's funds especially for facilities projects including GASB 34 requirements
- performs other related duties as required and/or assigned

### **QUALIFICATIONS**

**Knowledge of:** Accounting and fiscally related record management systems; manual and computer-assisted accounting record management systems; software packages for a variety of applications including office software, i.e., Excel, Windows Power Point; standard office practices, procedures, and techniques; governmental regulations, rules, and policies relating to facilities planning.

**Ability to:** Analyze data and formulate sound recommendations; communicate effectively, both orally and in writing; establish and maintain manual and computerized record keeping systems; prepare comprehensive, accurate written reports, studies and other documents; learn, interpret, apply a variety of technical and legal information related to state funding, property land use, planning, and construction; plan and organize work; effectively operate a micro-computer and use appropriate software applications; establish and maintain cooperative working relationships; make mathematical calculations involving fractions, decimals, and percentages.

**FACILITIES AND PLANNING ACCOUNTING TECHNICIAN**

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- will sit most of the time, but will walk or stand for brief periods
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment, and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Experience:** Three years of increasingly responsible experience in financial record keeping preferably within an educational agency. Experience in performing school construction related accounting tasks is desirable.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work in payroll and accounting, auditing, and business practices and procedures is desirable.

**License Requirement:** Verification of a valid California Motor Vehicle Operator's license.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.