

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Construction/Bond Accounting Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Professional Unit)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	1003	WORK YEAR:	12 Months
DEPARTMENT:	Fiscal Services	SALARY:	Range 69 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	12-17-01
		BOARD REVISION:	07-30-09
		CABINET REVISION:	08-06-13

BASIC FUNCTION:

Perform independent, specialized accounting and budgeting duties requiring independent judgment and analysis related to construction and bond projects. Prepare various related reports as required internally, and by local, state, and/or federal sources, and local oversight committee(s). Serve as fiscal operations specialist in assigned areas; provide work direction to others.

DISTINGUISHING CHARACTERISTICS:

The Construction/Bond Accounting Specialist is a single position in the Fiscal Services Department. The position is distinguished from other accounting positions by the need to exercise initiative, independent judgment, and analysis. Successful performance of the work requires knowledge of governmental accounting practices and procedures, construction and bond projects, fund accounting, and fiscal management.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform independent, specialized accounting and budget duties requiring independent judgment and analysis related to construction and bond projects; maintain various financial records, ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

Track the expenditure of all funds pertaining to the district's construction projects, renovations, and facility repairs; prepare and present statistical reports for the Bond Oversight Committee meetings and others as requested. **E**

Monitor Office of Public School Construction (OPSC) fund releases by project, receipts, and cash flow for construction projects, including general obligation funds, certificate of participation, and developer fees; monitor contracts, architect fees, change orders by project, claims, stop notices, retention payments, and other charges; review funds for legality of expenditures, and assist in processing construction payments. **E**

Assist in year-end closing of district accounts and external year-end district-wide audit; act as primary contact for the general obligation bond audits. **E**

Assure compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies; serve as fiscal operations specialist in assigned areas; provide work direction to others. **E**

Analyze complex, advanced-level technical accounting procedures; review and maintain records; and prepare reports including graphic displays. **E**

Analyze advanced-level processes and procedures, and implement appropriate accounting systems. **E**

Monitor assigned budgets to assure compliance, identify and rectify discrepancies, respond to questions, and provide detailed instructions. **E**

Communicate with departments and agencies to assure compliance, resolve issues, or address concerns. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer databases. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree with a major in accounting or related field, and six years increasingly responsible experience in accounting, construction accounting, auditing, financial, or statistical record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding..... 60 Correct WPM
- Word..... 95% Overall Score
- Excel..... 95% Overall Score
- General Accounting 95% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Governmental accounting practices and principles.
- California school district fiscal and budget procedures and reporting requirements.
- Preparation of financial reports and schedules.
- Local, state, and federal reporting and accounting guidelines, rules, and regulations.
- Technical aspects of field of specialty.
- Applicable sections of the California Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Analyze and interpret complex fiscal records and documents.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare accurate and complete financial reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.
 Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
 Exercise analytical and independent judgment.
 Analyze situations accurately, and adopt an effective course of action.
 Work confidentially with discretion, and complete work with many interruptions.
 Communicate effectively, both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Work in a team environment.
 Compose correspondence and written materials independently.
 Lift light objects according to safety regulations.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, and bend at the waist to retrieve and store files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

(Former Classification: Fiscal Analyst III – Confidential Unit)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date