

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: BUILDING PROGRAM ACCOUNTING SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Facilities and Planning, coordinate and perform complex accounting functions related to financial statements for various funds involving receipt and proper disposition, including reports and record maintenance necessary for accurate accounting procedures meeting California State Education Code, California State Public Contract Code, California State Civil Code, California State Government Code and California State Office of Public School Construction requirements.

#### **ESSENTIAL FUNCTIONS:**

Monitor accounting records for receipts and expenditures by program and site in the Facilities and Planning Office.

Assist with implementation of construction accounting procedures for the State School Building Programs; assure compliance with Office of Public School Construction (OPSC) guidelines, rules and regulations.

Process construction progress payments and monitor for any claims, stop notices, retention payments, backcharges, and liquidated damage charges.

Complete State construction reports as assigned; make proper journal entries or transfers to maintain integrity of funds.

Perform complex and technical accounting procedures and prepare reports, analyses and graphic displays as needed for multi-year contract projects.

Record and track OPSC fund releases by project; monitor contracts, architect fees and OPSC participation on change orders.

Assist in the preparation of policy and procedure manuals for accounting transactions in the Facilities and Planning Office.

Review and troubleshoot payables and transactions/

Develop and implement compliance with furniture and equipment standards.

Prepare reports for Managers and others on various construction projects as assigned.

Participate in year-end closing of District construction records; compile and display historical financial data.

Work closely and cooperatively with State agencies and outside auditors who audit contracts in gathering data for their review.

Work cooperatively with Accounting, Budget, Finance and Purchasing to reconcile anomalies and improve accuracy of reports.

Operate computer and related software with word processing and accounting applications.

Performs related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and procedures of accounting, including governmental procedures, school district fiscal, and budget procedures.

Computer based accounting systems and procedures.

Modern office procedures, methods and equipment, including typewriter, calculator, copier, computer and printer.

Laws, rules and regulations applicable to California school district accounting activities.

Public contract code pertaining to school construction.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Operation of office equipment, including a computer and spreadsheet software applications.

**ABILITY TO:**

Coordinate and perform complex accounting functions related to financial statements for various funds involving receipt and proper disposition, including reports and record maintenance.

Monitor accounting records for receipts and expenditures by program and site in the Facilities and Planning Office.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Apply pertinent school district policies, laws, rules and governmental regulations to specific case.

Analyze and interpret fiscal records and documents.

Prepare accurate and complete financial summaries and reports.

Perform research, compiling information from a variety of sources maintaining accurate records and files.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information.

Sit for extended periods of time.

Move hands and fingers to operate a computer keyboard.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or a related field and three years experience in governmental accounting work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.