

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER- FACILITIES ACCOUNTING

BASIC FUNCTION:

Under the direction of Director-Fiscal Services, plan, organize and manage the activities and operations of District facilities accounting records; coordinate and oversee the collection and reporting of construction data and the receipt and proper disposition of facilities funds; prepare County, federal and State mandated financial reports; coordinate facilities accounting procedures with budget, technology services, payroll, school sites and various District programs; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and manage the accounting function for the District's facilities department; prepare and maintain records and reports; assure compliance with Governmental Accounting Standards Board (GASB), California Education Code, California State Public Contract Code, California State Civil Code, California State Government Code, and California State Office of Public School Construction (OPSC).

Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Implement construction accounting procedures for Facilities projects including the State School Facility Program projects; assure compliance with Office of Public School Construction guidelines in conjunction with District policies and procedures.

Prepare policy and procedure manuals for facilities accounting transactions.

Implement construction accounting procedures for the Elk Grove Unified School District Community Facilities District programs.

Reconcile and verify accuracy of revenues and expenditures for Facilities funds; monitor cash balances weekly to assure the availability of adequate funds to meet Facilities obligations.

Monitor budgets on a monthly basis for irregularities and prepare budget revisions as required.

Responsible for assuring that anomalies are reconciled and reports are accurate; prepare financial reports as assigned.

Review spreadsheets and reconciliations of OPSC Budgets and District General Ledger, across fiscal years on OPSC projects.

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Oversee the processing of construction progress payments and monitoring of any claims, stop notices, retention payments, back charges and liquidated damage charges.
Review quarterly interest distributions to OPSC projects and year-end spreadsheets.

Assure year-end balance sheet is reconciled on OPSC projects to year-end balances.

Prepare and supervise proper fund transfers and journal entries to maintain integrity of funds.

Oversee the preparation of State reports of revenue and expenditures; audit and analyze OPSC Exhibit "A" project closeouts; communicate effectively with OPSC auditors to reconcile anomalies.

Assure a Cost-Analysis binder is maintained on all new schools constructed.

Operate computer spreadsheet applications and word processing software; prepare documents as assigned.

Drive a vehicle to conduct work.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organizing and managing of the facilities accounting records.

Financial and statistical record-keeping and report preparation techniques.

District accounting policies and procedures.

Generally accepted accounting principles and practices, including governmental accounting procedures and school district budget and reporting procedures.

Construction bidding, payments and change orders.

Applicable laws, codes, regulations, policies and procedures.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

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ABILITY TO:

Plan, organize and direct the activities and operations of District facilities accounting records.

Coordinate, oversee and direct the collection and reporting of construction data.

Prepare County, federal and State-mandated financial reports.

Coordinate facilities accounting procedures with budget, technology services, payroll, school sites and various District programs.

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

Analyze, interpret, and prepare financial statements and reports.

Meet District standards of professional attitude and effective leadership.

Train and supervise the performance of assigned personnel.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Maintain confidentiality of sensitive and privileged information.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Demonstrate proficiency in the use of microcomputers including electronic spreadsheet and data base utilization.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Sit or stand for extended periods of time.

Be bonded.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in accounting, finance or related field and three years increasingly responsible professional accounting experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.