

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SUPERVISOR-FACILITIES ACCOUNTING**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Facilities and Planning, plan, organize and supervise the accounting function for the District's facilities department; maintain compliance with established policies and procedures, including Standardized Account Code Structure (SACS); plan, organize, direct, supervise and participate in the accounting functions performing the more complex accounting tasks related to financial statements for various funds involving receipt and proper disposition of funds; prepare and maintain reports and records to assure compliance with accurate accounting procedures.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and supervise 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.

Set up and maintain accounting records for receipts and expenditures in the Facilities and Planning Office.

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 as related to Accounting and Budget.

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

Implement construction accounting procedures for the Elk Grove Unified School District Community Facilities District programs; audit, record and deposit developer fee collections.

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.

Assist Accounting, Budget and Finance Departments to reconcile anomalies and improve accuracy of reports; prepare financial reports as assigned for the Assistant Superintendent, Directors and Managers.

Maintain spreadsheets reconciled to OPSC Budgets and District General Ledger, across fiscal years on OPSC projects.

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

Distribute quarterly interest to OPSC projects.

Prepare and reconcile year-end spreadsheets to Accounting and Budget reconciliations.

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

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

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

Maintain Cost-Analysis binder on new schools constructed.

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

Drive a vehicle to conduct work.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Computer based accounting systems.

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

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

Principles and procedures of evaluation.

Construction bidding, payments and change orders.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

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

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.

Train and supervise the performance of assigned staff.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

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

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

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.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: associate's degree including course work in accounting, business administration or related field and four years experience of increasingly responsible financial or statistical record keeping.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.