



BOND STAFF ACCOUNTANT

Revision Date: 11/07/18

BASIC FUNCTION:

Under the direction of the Director, Fiscal Services, performs a variety of professional level fiscal duties in the area of accounting and budgeting that includes but not limited to recording and summarizing financial transactions and analyzing, verifying, reporting the results of the financial operation. Ensures that financial transactions are accurate and report for accuracy and compliance, for district bonds. Position is dependent on bond funding and may sunset upon completion of funding.

ESSENTIAL DUTIES:

1. Understanding of the basic of construction accounting
2. Perform professional level accounting work in accordance with a prescribed accounting system, district policies, federal and state laws, Generally Accepted Accounting Principles (GAAP) and California School Accounting Manual (CSAM).
3. Maintain a complete chart of accounts as required.
4. Process purchase requisitions as needed.
5. Analyze and verify accounting data for posting; posts, adjusts, and balances accounts and initiate budget transfers as needed.
6. Prepare, analyze, and review revenue, expenditures, fund balance, cash flow and budgetary accounts.
7. Process accounts payable; receive, sort, process, verify invoices; check invoices and match with purchase orders and other information; verify accuracy and completeness including authorization calculations, pricing, coding, and vendor information; prepare and process invoices for payment.
8. Monitor and update budget, accounting, and other related financial data, including preparation and tracking of monthly financial reports; schedule milestones and coordinate between District administrators and external design professional and construction team including contractors, construction managers, architects, consultants, and inspector of records.
9. Review, analyze and verify financial reports and statements.
10. Analyze, evaluate, and develop procedures to meet needs of preparation, control, and coordination of district project budgets.
11. Prepare budget and financial reports for bond oversight committees.
12. Enter projects in the State of California Department of Industrial Relations (DIR) website.
13. Work with and assist in the bidding process and contract awards through preparation of bid forms documents, contract forms, project manuals, and other activities associated with the construction procurement process from conception to completion; track and log all documents related but not limited to Preliminary Lien Notices, Stop Notices and Releases, Certified Payroll issues, contractor license issues and Securities in Lieu of Retention escrow agreements and retention payments.
14. Develop and maintain spreadsheets and generate a variety of computerized reports
15. Perform internal audits and assists District's external auditors by preparing documentation required for annual audits.
16. Enters fixed assets in tracking software and reconcile the assets with financial reports
17. Prepare district, state and federal financial reports as required.
18. Coordinate and analyze costs for individual projects.
19. Monitor compliance and collection of financial data for state, Federal, and local reimbursements in order to meet legal, fiduciary, and statutory regulations.
20. Attend mandatory trainings as required by the position.
21. Performs other related duties and assumes responsibilities as assigned by the proper authorities.

KNOWLEDGE AND ABILITIES:**GENERAL KNOWLEDGE OF:**

Methods, procedures, and terminology used in clerical accounting work
 Financial and statistical record-keeping techniques
 Modern office practices, procedures, and equipment
 Data control procedures and data entry operations
 Operation of a computer and assigned software
 Oral and written communication skills
 Interpersonal skills using tact, patience, and courtesy,
 Mathematical computations
 Understanding of the basics of construction accounting

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable
 Process and record accounting transactions accurately
 Receive, review, verify and process invoices, reimbursements, and other documents
 Maintain accurate financial and statistical records
 Assemble, organize, and prepare data for records and reports
 Compare numbers and detect errors efficiently
 Establish and maintain cooperative and effective working relationships with others
 Type or input data at an acceptable rate of speed
 Communicate effectively both orally and in writing
 Understand and carry out oral and written directions in an independent manner
 Meet schedules and time lines
 Make arithmetic computations with speed and accuracy
 Operate standard office equipment including a computer and assigned software
 Understanding of the basics of construction and accounting and maintain regular attendance

PHYSICAL CHARACTERISTICS:

- Bend, stoop, reach, lift and stand or sit for prolonged periods
- Have dexterity of hands and fingers to operate office equipment
- Speak clearly and hear well to communicate effectively
- See fine print to read a variety of materials

WORKING CONDITIONS:

- Office environment; may be subject to constant interruptions
- May drive vehicle to conduct work

NOTE:

This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that the position performs all the duties listed, nor does it list all possible duties that may be assigned.

REQUIREMENTS:

WORK YEAR: 12 Months
CREDENTIAL: N/A
EDUCATION: Equivalent to a bachelor's degree from an accredited college or university with major course in accounting, finance, or related field preferred.
EXPERIENCE: Four years of increasingly responsible technical experience in budgeting and accounting or related field, preferably in a school construction.
LICENSE: A valid Class C California Driver's License with evidence of appropriate insurance may be required
TEST: Must pass the District's Accounting Test
SALARY: Range 33
BENEFITS: Medical (employee contribution), 100% dental, vision, and life insurance

