

STOCKTON UNIFIED SCHOOL DISTRICT

BOND CONSTRUCTION ACCOUNTANT

DEFINITION

Perform complex accounting work maintaining financial records, including those for District construction projects; prepare financial statements and reports; ensure compliance with federal, state and District guidelines, rules and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Director of Fiscal Services and/or designee and provides general fiscal oversight and accountability for all bond related budgets and expenditures in coordination with the Director of Facilities and Transportation.

EXAMPLES OF DUTIES--

- Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.
- Maintain accounting of construction projects including retainage held from contractors; calculate and prepare Federal and State reports.
- Audit construction progress billings and any related capital projects; prepare billings for payment.
- Reconcile bank statements for retainage held in escrow.
- Maintain capital assets accounting; prepare schedule of additions and deductions to capital assets schedule in government-wide financials.
- Perform responsible accounting functions related to the maintenance of a complete set of financial records, such as budget ledgers and capital asset records.
- Receive financial documents; review for accuracy and compliance to legal and procedural requirements; ensure or authorize payments or delivery.
- Establish procedures for obtaining financial information.
- Close accounting books and work closely with district auditor.
- Prepare a variety of annual reports and assist supervisor in preparing analysis of annual budget.
- Prepare trial balances, recapitulations, and schedules of reimbursements.
- Operate computer terminal to input records, receipts and expenditures; operate calculator, typewriter and other office equipment.
- Contact other agencies, districts, schools and District employees to discuss financial records and transactions.
- Give authoritative information on records maintained.
- Prepare routine correspondence independently.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Government regulations and codes related to facility construction such as Titles 19, 21, and 24 of the Administrative Code, the Uniform Building Code, and health and safety regulations
- Funding programs and sources for school construction such as the Leroy F. Green Lease-Purchase Building Program, the Mello Ross Financing Act, and California Street and Highways Code as related to Maintenance Assessment Districts
- Construction industry procedures and practices
- General management functions of planning and organization
- School district organization and operations
- Problem analysis and report writing techniques; data organization and presentation

Ability to:

- Coordinate the activities of various District programs in the administration of a facilities planning program
- Understand and interpret a variety of materials related to facility construction, such as government regulations and codes, procedures, and technical materials
- Establish and maintain effective working relationships with District personnel, government agency representatives, contractors, architects, and others contacted in the course of the work
- Prepare budget projections and cost estimates

- Analyze problems and recommend appropriate solutions
- Maintain records and prepare reports
- Communicate effectively, both orally and in writing
- Work independently with minimal direction

Education and Experience:

Any combination of education, training and experience equivalent to an Associate's degree in accounting, budget, finance or public administration, and two (2) years of progressively responsible experience in accounting or budget activities for a school district or other public agency (Additional related experience may be substituted for education on a year-for-year basis).

License or Certificate:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Salary Placement:

Management Salary Schedule
01T5, TIER 5, Range 01
12-month work year