

FACILITIES PLANNING FISCAL SPECIALIST

BASIC FUNCTION

Performs complex financial accounting and recordkeeping, prepares detailed financial and statistical reports, assists in the development of internal control procedures, reconciles revenue and expenditure accounts for all capital construction, and performs administrative assistance functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for ensuring that general accounting and capital project transactions and documents are properly processed and recorded. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Monitors and manages construction budgets for District-wide projects and independently prepares cost analysis reports.
2. Prepares financial and statistical reports to be submitted for funding District capital projects.
3. Keeps financial records and processes documents that pertain to state funded and District capital projects.
4. Maintains records and evaluates data necessary for preparing claims for specially funded projects; keeps accurate, detailed records of capital program revenue and expenditures.
5. Audits change orders, proposals, and pay applications for accuracy and applies appropriate budget.
6. Utilizes and maintains the capital program management system for reconciling with the District's financial software.
7. Posts various revenue and expenditure control ledgers and reconciles capital revenue and expenditure accounts.
8. Assists in developing and implementing procedures that provide control of capital program revenue and expenditures to protect against omission whether by fraud or inadvertency.
9. Reconciles purchase orders and contracts to assist accounts payable with year-end closing procedures.
10. Advises management and department staff regarding budget and requisitioning.
11. Provides informational support via phone, e-mail, and one-on-one interaction with District administrators/staff and consultants.
12. Creates and maintains project payment files.
13. Participates in District-provided in-service training programs.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Complex accounting terms and accounting principles, practices, and procedures.
2. Modern office practices.
3. Cost analysis reporting requirements.
4. Purchase order and year end closing procedures.

Ability To:

1. Interpret and explain complex rules and procedures.
2. Prepare and edit reports and other materials.
3. Compose letters.
4. Independently interview and communicate effectively with officials, faculty members, employees, vendors and contractors, and the public.
5. Compile and maintain accurate and complete records and reports.
6. Operate a computer terminal.
7. Operate calculator, preferably ten-key by touch.
8. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
9. Communicate effectively in the course of performing work tasks.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree in accounting, business administration, or related field and three (3) years of technical accounting experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions,

and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.