



CAPITAL PROJECTS ACCOUNTANT

Classification: Professional-Technical Level 3

Location: District Office

Report to: Dir Facilities & Planning

FLSA: Exempt (Professional)

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and the employee and is subject to change as the district's needs and job requirements change.

Part I: Position Summary

Serves as a technical expert responsible for specifically assigned accounting responsibilities using governmental accounting principles under generally accepted accounting procedures (GAAP).

Part II: Supervision and Controls over the Work

Works under the general supervision of the administrator responsible for the financial accounting program. Work is controlled by state and federal accounting requirements and procedures and by generally accepted accounting procedures (GAAP). The employee is expected to administer, process, and analyze accounting transactions and prepare periodic financial reports with limited supervision and guidance. The capital project accountant works with considerable independence and the exercise of judgment. Work is reviewed for overall effectiveness and reliability and meeting goals and expectations. The capital project accountant provides budget development, analysis, and program management support for the capital projects fund, which includes bonds, capital levies, revenue forecasting, monitoring expenditures, interpreting budget adjustments or changes, and working across departments.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Performs activities involved in the maintenance and control of the general ledger. Review and initiate journal entries; monitor posted financial data; prepare financial analyses and reconciliations; research and review transactions; and advise departments on proper accounting and account code treatment. Prepares periodic and annual financial statements. Oversees the annual closing of accounting records.
2. Coordinates capital budget submissions and prepares the annual budget of the district-wide capital project fund (construction and technology related), the facilities and planning general fund, capital staffing allocations, long-term financial planning, trends, and analyses.
3. Maintains bid files, vendor/expenditure files, requisitions, and contract documentation for all capital construction projects, including bonding, insurance certification, licensing, etc.



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4. Communicate with district staff on project status and issues related to budget impacts, short-term financial concerns, and long-term potential financial impacts discovered through planning, design, and construction. Act as primary contact related to the capital fund's annual fiscal audit.
5. Monitors funding for all capital projects and coordinates multiple funding sources, including capital levies, bonds, school construction assistance programs, school impact and mitigation, grants, rent, and miscellaneous funds. Analyzes fiscal responsibilities and inconsistencies; disseminates information to schools, departments, and outside agencies.
6. Manages monthly balances, retainage payable, job ledger, and fund balance by source to ensure all capital fund accounts are accurate and within budget.
7. Audits and approves invoices for services, equipment, construction, and related capital services. Maintains closed project documentation for budgetary and historical purposes.
8. Monitors bond-related expenditures and provides information to calculate arbitrage rebate liability.
9. Oversees Impact and Mitigation Fee collections, tracking and reporting. Works with jurisdictions to exchange information. Ensures spending is in accordance with laws and district policies.
10. Monitors district property leases and the responsibilities outlined in agreements and creates invoices as appropriate. Monitors and tracks Insurance, Leasehold Excise Tax payments, and Department of Revenue audits related to real property leases.
11. Collaborates with other school districts and state and local permitting agencies.
12. Maintains current knowledge of accounting, budgeting, and district procedures.
13. Creates a variety of state and local budget reporting documents. Conducts studies to facilitate revenue forecasting.
14. Assists in developing district capital fund accounting systems, policies, and procedures. Evaluate and establish sound internal controls to protect district assets and to create greater compliance, transparency, and efficiency.
15. Provides technical advice and direction concerning accounting procedures and advises district personnel on interpreting financial data.
16. Leads projects in coordination and as a liaison with various schools and departments to optimize, gain efficiencies, and improve processes, relationships, and functionality for internal and external stakeholders.
17. Communicates effectively with customers at all levels (management, clerical support,



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regulatory officials, and component district personnel) to clearly ascertain the concerns raised and respond courteously, promptly, and accurately.

18. Works across departments to identify discrepancies in capital fund information of a financial nature to resolve process issues and ensure accuracy.
19. Work with the accounting team to maintain accurate capital fund accounting records for fixed assets property and building depreciation to ensure accuracy of general ledger and audit compliance.
20. Assists with revolving funds, warrant issues, and stop payments. Monitor and audit account expenditures and prepare journal entry and reconciliation reports.
21. Interprets state statutes and policies relating to the public works process and maintains current knowledge of rules, regulations, legislation, technology, and procedures governing school district accounting; develops and recommends new procedures; learns new skills as required.

Perform other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in accounting/finance or a business-related field.
3. Three to five years of experience in accounting or a business-related field within a large or complex organization.
4. Ability to understand advanced accounting principles, concepts, and methodologies; think critically; research and analyze complex accounting and regulatory guidance.
5. Ability to effectively utilize financial management/accounting systems, import and export data, and develop spreadsheets that provide substantive knowledge of accounting and auditing principles.
6. Ability to construct, implement, and direct the work of others or projects.
7. Skill in working with numbers and performing mathematical computations. Analytical skills and ability to do statistical analysis.
8. Strong organizational skills and ability to meet deadlines.



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9. Ability to work alone with minimal supervision and as an effective team member.
10. Ability to meet and deal with the public, business, and community groups, as well as building and district administrators and staff.
11. Ability to effectively communicate in person, in writing, and over the telephone.
12. Ability to multi-task, prioritize, and effectively manage frequent interruptions, fielding a wide breadth of questions and tasks.
13. Ability to adapt to new technology.
14. A high level of attention to and management of detailed information.

Part V: Desired Qualifications

1. Professional accounting experience in public education.
2. Experience with and knowledge of the district's robust accounting systems and technology.
3. Audit experience or CPA designation.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here represent those that an employee must meet to perform the essential functions of this job successfully.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear, and speak.

The employee must work extensively at a computer display terminal for extended periods and occasionally lift and move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.