

CHICO UNIFIED SCHOOL DISTRICT FACILITIES/FINANCE COORDINATOR

DEFINITION

Under direction, to perform a variety of highly responsible specialized clerical and financial duties in support of the Facilities Department. This position is responsible for planning, organizing and participating in the operations and activities of the District's building program; overseeing construction budgets and expense tracking.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, implement and manage existing and long-range data.
- Communicate with other District personnel and departments, architects, consultants, developers, governmental agencies and others to coordinate activities, exchange information and facilitate various projects.
- Prepare, track and analyze cost estimates, expense reports, statistical data and other financial reports; summarize raw data and format reports; develop visual presentations as requested.
- Set up and maintain accounting records for all receipts and expenditures in the Facilities and Planning Office.
- Implement construction accounting procedures for the State School Building Programs. Assure compliance with Office of Public-School Construction guidelines, rules and regulations.
- Assist in the preparation of policy and procedure manuals for all accounting transactions in the Facilities and Planning Office.
- Implement construction accounting procedures for the Chico Unified School District programs.
- Initiate purchase orders, requisitions, change orders, and prepare documents for payment of invoices.
- Post receipts and expenditures to proper accounts.
- Prepare fund balance projections.
- Balance books monthly and prepare financial report.
- Work with accounting, budget and finance departments to reconcile anomalies and improve accuracy of all reports.
- Maintain running account balance of each construction project budget.
- Process construction progress payments and monitor for any claims, stop notices, retention payments, back charges and liquidated damage charges.
- Prepare reports for the Director and Managers, as assigned.
- Participate in year-end closing of account and District construction records.
- Work closely and cooperatively with outside auditors in gathering data for their review.
- Complete state construction reports as assigned. Make proper journal entries or transfers to keep integrity of the funds.
- Operate computer and word processing equipment for accounting applications.
- Supervise and evaluate subordinate staff.
- Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and procedures of bookkeeping, including governmental procedures and school district budget and reporting procedures;
- Computer based accounting systems;
- Modern office procedures, methods and equipment;
- Laws, rules and regulations applicable to California school district accounting activities;
- Principles and procedures of evaluation;
- Construction bidding, payments and change orders.

Skill to:

- Operate modern office equipment;
- Type at a level necessary for successful job performance;

- Safely operate a motor vehicle.

Ability to:

- Establish and maintain effective work relationships with those contacted in the performance of assigned duties;
- Understand and carry out complex oral and written instructions;
- Apply pertinent school district policies, laws, rules and governmental regulations to specific cases;
- Analyze and interpret fiscal records and documents and prepare accurate and complete financial summaries and reports;
- Perform research, compiling information from a variety of sources, maintaining accurate records and files.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years of increasingly responsible financial or statistical record keeping experience.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major work in accounting or business administration, or

SPECIAL REQUIREMENTS

- Must pass the competency of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical abilities and work environment:

- Work predominantly in an indoor environment
- Occasional lifting, carrying, pushing, and/or pulling
- Some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity
- Generally, the job requires 50% sitting, 20% walking, and 30% standing.

Circumstances will dictate the actual amount of work to be performed. The job is performed under some hazardous conditions and in a normally clean atmosphere.