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:

1) Planning, organizing and participating in the operations and activities of the District’s building program;
2) Overseeing construction budgets and expense tracking.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Planning, implementation and management of 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.
- 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 including computer equipment, calculator, printer, FAX and copiers.
• Type at 30 words per minute.

**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 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:*

Equivalent to a Bachelor's Degree from an accredited college or university with major work in accounting or business administration or four years experience of increasingly responsible financial or statistical record keeping experience.

PC - June, 1998