

FACILITIES ACCOUNTING TECHNICIANDEFINITION

Under limited supervision, coordinates and performs complex accounting functions related to financial statements for various funds involving receipt and proper disposition in support of Facility Services.

DISTINGUISHING CHARACTERISTICS

A major characteristic of this position is the responsibility for establishing, maintaining, and reporting all necessary accounting procedures meeting California State Education Code, California State Public Contract Code, California State Government Code, Civic Center Act, Division of the State Architect, and California State Office of Public School Construction requirements.

ESSENTIAL FUNCTIONS

Maintains State Allocation Board (SAB) and Office of Public School Construction (OPSC) applications, financial records, audit reports, cost analysis, and prepares documents involved in the funding and accounting of school facilities. Maintains SAB, OPSC, and District records on financial/special reporting of transactions to the OPSC, SAB, and DSA. Assures compliance with OPSC guidelines, rules, and regulations. Prepare SAB 184 and 50-06 reports (State Project closeout reports).

Develops and maintains construction project files by project and site.

Processes invoices and contracts for payment; audits extensions; verifies receipt and/or completion; assigns correct account codes; enters information into computer. Monitors accounting records for all receipts and expenditures by program and site.

Makes proper journal entries or transfers to maintain integrity of funds.

Performs complex and technical accounting procedures and prepares reports as needed for multi-year contract projects. Works with architects, engineers, inspectors, and contractors to establish and maintain budget construction contract, payment, and invoice schedules.

Processes construction progress payments and monitors for any claims, stop notices, retention payments, back charges, and liquidated damage charges.

Works closely and cooperatively with state agencies and outside auditors in gathering data and preparing reports for their review.

Works cooperatively with Accounting, Budget, and Purchasing to reconcile anomalies and improve accuracy of all reports.

Records and tracks OPSC fund releases by project. Monitors contracts, architect fees, and OPSC participation on change orders.

Obtains and provides financial data for County Office, SAB, OPSC, DSA, and District departments as assigned.

Maintains, updates, and assists in developing department budget.

Calculates and collects appropriate developer fees. Prepares fees collected and processes report for Budget Department.

Verifies accuracy of developer fee reports, adjusts/corrects information as needed and accuracy of developer fee accounting.

Processes Use of Facility applications, verifies insurance certificates. Collects and returns refundable deposits. Calculates and collects appropriate facility use fees. Prepares fees collected, inputs data, and generates reports as requested.

Acts as liaison between Folsom Parks and Recreation Department and sites. Assists Folsom Parks & Recreation in obtaining Master Calendar.

Operates computer and related software with word processing and accounting applications.

Researches problem areas, questions areas of concern, tracing payments, credits, invoices; contacts vendors, suppliers, contracting agencies, and/or employees as necessary to reconcile discrepancies.

Performs a variety of administrative assistant duties including filing typing and processing to complete assigned duties.

FACILITIES ACCOUNTING TECHNICIAN (continued)

QUALIFICATIONS

Knowledge of:

Personal computers and related software, i.e., spreadsheets and word processing; methods and practices of financial record keeping; bookkeeping methods and terminology; modern office equipment, methods, and procedures.

Ability to:

Perform responsible accounting work without continuous supervision; make arithmetical calculations with speed and accuracy; prepare accurate financial summaries and reports; operate modern office equipment, such as personal computer, calculator; understand and carry out oral and written instructions; work cooperatively with those contacted in the course of work; type at a speed of 30 words per minute from clear copy containing a large percentage of numerical or tabular data.

Experience:

Two years of increasingly responsible experience in the maintenance of financial or statistical records, preferably with experience in financial record keeping, for a school district or public agency in the facilities planning field.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by, courses in typing and bookkeeping or accounting.

Approved: 1/10/02