

DUBLIN UNIFIED SCHOOL DISTRICT

Facilities Accountant

General Description

Under direct supervision of the Director of Facilities and Chief Business Officer, the Facilities Accountant assists in planning, organization and development of the accounting and budgetary services for the District's capital funds (capital building, capital facilities) including budgetary projections and cash flows at fund and project level; coordinates the year-end closing process; and performs related work as required.

ESSENTIAL DUTIES:

- Assist in the preparation, revision and monitoring of the annual capital facilities budgets and year-end closing process by preparing all financial data/reports as required by the State and Federal Department of Education.
- Provide technical fiscal assistance including the use of accounting to record, analyze, and provide the status of and summarize financial activities of projects.
- Prepare detailed accounting analysis by project and fund as requested.
- Prepare financial reports and budgets from all sources to meet local, state and federal regulations for presentation to the Board of Trustees.
- Prepare project cash flows by project and fund to assist with investment decisions.
- Maintain complete and systematic set of records of financial transactions for the capital funds.
- Maintain detailed project information including all related accounting functions.
- Assist district auditors by preparing documentation required of annual audits and any state audits.
- Provide accurate, up-to-date information to administrative staff regarding accounting needs, procedures or systems for data processing.
- Perform difficult clerical, accounting, and record-keeping work with accuracy and speed with minimal direction and supervision.
- Perform related duties as assigned.

Qualifications: Skills, Knowledge and Abilities

SKILLS are required to ensure effective application and accuracy in accounting practices. Skills required to satisfactorily perform the functions of the job include: word process at 40 words per minute and accurate data entry at a speed necessary for successful job performance; prepare and maintain accurate and complete financial records; perform accurate mathematic computations; research, compile, and collect data and information; respond to requests and inquiries for information regarding accounting, record-keeping policies, and procedures; plan and organize work to meet schedules and deadlines; operate computer and other office equipment with competency; effective oral and written communication skills.

KNOWLEDGE of the following is required to perform the functions of the position: principles, procedures, methods, practices, and terminology used in bookkeeping, accounting, and financial record-keeping and reporting; application of mathematical principles.

ABILITIES are required to perform all of the essential functions of the position with minimal supervision and direction as follows: the ability to project, analyze, prepare, and administer all District capital fund budgets; keep all confidential matters in a professional setting; learn specific rules, laws, and policies and apply them quickly with good judgment in a variety of procedural situations; meet schedules and required district, county, and state deadlines; create and maintain a financial support system for the administrator and classified managers; learn and understand the organization and operation of District as necessary to assume assigned responsibilities; learn and correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Responsibility

Responsibilities include: working with minimum supervision using standardized practices and/or methods, and working with others. Utilization and coordination of resources from other work units is often required to perform the job's functions.

Working Environment

Working environment requires continuous sitting, reading, writing, and computer use; continuous hand-eye coordination, use of hands and fingers, and manipulation of large and small objects; frequent bending, twisting, reaching, stooping and stretching; frequent lifting or carrying of objects weighing up to 10 (ten) pounds; occasional walking, standing, and lifting objects weighing up to 30 (thirty) pounds; and requires the ability to hear at a close proximity and (up to five feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner.

Experience

Minimum of three years experience in the field of accounting required, with school finance experience preferred.

Education

Bachelor's Degree in accounting or related field preferred.

Required Testing

Pre-employment Proficiency Test

Licenses and Certificates

Requires a valid California driver's license and personal vehicle for job-related travel.

Clearances

Criminal fingerprint/background clearance (FBI and DOJ) and TB clearance

Salary Range

Classified Salary Schedule B
Range O (5 steps) (7-1-07)

Work Year

260 days/12 months
(243 work days/17 paid holidays)