

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST I, Construction Accountant

QUALIFICATIONS

- Associate's Degree with coursework in accounting or finance.
- Four (4) years of experience in accounting, finance, bookkeeping, or other related duties with a governmental agency or large organization.
- Three (3) years of experience assisting in the management or monitoring of resources for construction projects preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of bookkeeping and purchasing guidelines and processes.
- Knowledge of computer applications as related to specific job functions.
- Skill in problem solving, human interaction, and conflict management.
- Skill in effective oral and written communications.
- Ability to analyze, interpret, synthesize, and use data in decision-making.
- Ability to work under pressure to meet deadlines for projects.
- Ability to read, interpret, and apply laws, rules, and regulations.

SUPERVISION

REPORTS TO Director, Project Management and Facilities
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide support in the management, monitoring, and evaluation of construction programs and projects.

PERFORMANCE RESPONSIBILITIES

1. *Respond to internal and external customers in a timely, accurate, and courteous manner representing SCPS in a positive light
2. *Prepare and process budget materials, including amendments, encumbrances, and tracking.
3. *Verify and prepare consultant invoices, task orders, pay applications, and change orders.
4. *Analyze annual Capital Outlay Budget and work with Project Managers to confirm invoices submitted qualify for reimbursement based upon established criteria.
5. *Prepare reconciliations for major construction projects to include Owner Direct Purchases, Planning, Design, Construction, and Equipment expenditures over multiple fiscal years.
6. *Provide financial assistance relative to distributing and tracking expenditures from various fund sources.
7. *Monitor budget files for department and projects through fiscal year and keep records of all changes.
8. *Provide resources to external auditors regarding capital outlay data and reconciliations.
9. *Utilize District ERP to develop reports to allow staff to track expenditures and project budget status.
10. *Communicate and collaborate with administrators and staff on construction programs and projects.
11. *Monitor resources allocated to construction programs and projects.
12. *Maintain, verify, and balance budget records pertaining to construction programs and related departments.
13. *Prepare purchase orders, amendments, Owner Direct Purchase (ODP) documents, letters, and various other materials.
14. *Process departmental forms and payroll through PeopleSoft Finance and HR, as assigned.
15. *Report, track, and account for employee time and labor data.
16. *Assist with financial and/or program reporting requirements pertaining to Capital Outlay budget.
17. *Collect data from various sources for use in developing reports provided to District and school-based personnel.

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18. *Collaborate with a variety of stakeholders and oversee assigned projects and/or program components and activities.
19. *Assist in conducting a continuous program review and evaluation of program components and/or activities.
20. *Keep professional skills and knowledge of current policies pertaining to District Capital Outlay program.
21. *Inventory and order department supplies and equipment.
22. Perform other duties as assigned by the Director of Project Management and Facilities.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

TERMS OF EMPLOYMENT

PAY GRADE

AS-D \$48,983 - \$86,987

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 7400
Job Code 1999
Survey Code 74031

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

March 9, 2021
August 12, 1997

ADA Information Provided by Joseph Ranaldi
Position Description Prepared by Joseph Ranaldi