



## LOWELL JOINT SCHOOL DISTRICT

### BOND CONTRACTS AND ACCOUNTING COMPLIANCE MANAGER

Classified Management Salary Schedule

#### **JOB SUMMARY:**

Under the direction of the Assistant Superintendent of Administrative Services, provides specialized contracts analysis and accounting/budgetary support. The Bond Contracts and Accounting Compliance Manager prepares records and maintains forms, financial records and documents for the school building program which includes land acquisitions, new construction, reconstruction and modernization projects. The position will assist the Director of Maintenance, Operations and Facilities with communications and the filing of forms and documents with state agencies related to contracts, payments and purchase orders. The position will work closely with fiscal services and will be responsible for the maintenance of accurate cost accounting records including records necessary for audits for the Office of Public School Construction for state funded projects.

#### **ESSENTIAL FUNCTIONS:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.*

- Prepares and coordinates the financial data and cost accounting systems and services necessary to maintain accountability for professional analysis, planning and accounting for governmental funds, construction projects, grants, bonds, donations and other financial instruments of the school district.
- Performs contract analysis to ensure compliance with contract components and appropriate payments according to terms.
- Files forms and documents with various state agencies in compliance with program requirements.
- Compiles, reconciles, and technically interprets data for the preparation of complex reports for internal and external use.
- Prepares and develops budgets, cash flow reports, cash flow projections, forecasts, single and multi-year budget plans and other reports assigned or required.
- Coordinates and consults with other District departments, governmental agencies, auditors and others on financial and data-sharing needs.
- Prepares and presents reports to various groups.
- Attends and participates in meetings.
- Assists in reconciling and verifying the accuracy of revenues and expenditures for multiple facilities funds.
- Performs other related duties as assigned.

#### **QUALIFICATION GUIDELINES:**

##### **Knowledge of:**

- Generally accepted accounting and auditing principles, practices and procedures.
- Perform technical accounting and budgeting work related to cost accounting, project accounting, governmental fund accounting, audit process and procedures including preparing funds transfers and journal entries.
- Construction delivery methods, bidding and procurement processes.
- Balance accounts and reconcile statements.
- Prepare financial records, reports and statements.
- Basic legal requirements for contract documents including bid advertisements, contract forms, bonds, insurance certificates, stop notices, completion notices.
- Standard construction documents and logs including transmittals, requests for information, submittals, requests for proposals, change orders and change order proposals.
- Basic construction cost accounting techniques.
- General knowledge of modern office equipment and computer programs.
- Oral and written communication skills and interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Use data system software for financial recordkeeping.
- Utilize software, advanced spreadsheet skills including linking complex spreadsheets, creating formulae, graphs, creating and auditing data sets for technical uploads between software programs.
- Effectively and clearly communicate orally and in writing with staff, agencies and in public settings.
- Interpret and prepare reports which include complex information and data.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with vendors, architects, contractors, and District administrators.
- Maintain insurability to drive a District vehicle.

**Education/Training/Experience:**

Minimum of four years professional level experience, including accounting and advanced use of technology. Bachelor's degree, preferably with concentration in accounting, finance or related field; or a comparable combination of units and work experience.

**Licenses/Certificates/Special Requirements:**

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Physical Demands:**

Persons performing service in this position classification will require This type of work will involve sitting, but will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Mental Demands:**

Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact cooperatively with District staff, managers, instructors, vendors, contractors, other organizations, and the general public; occasionally required to deal with conflict situations.

**Work Environment:**

While performing the duties of this job, the employee works in an office. The employee may work with noise from office equipment operation. The employee may travel to a variety of schools occasionally.

*The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.*