

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### FACILITIES FINANCIAL SPECIALIST

#### Qualifications:

- (1) Bachelor's Degree in Accounting, Business, or AIS preferred from an accredited educational institution.
- (2) Minimum of five (5) years governmental accounting experience.
- (3) Licensed Notary Public or show proof of the ability to obtain Notary License.
- (4) Preference will be given to those applicants with experience in Public Educational Facilities accounting and finance.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure adequately qualified personnel in each specialized assignment.

#### Knowledge, Skills, and Abilities:

Knowledge of principles and practices of general and governmental accounting. Knowledge of state and federal laws and school board policies.

Ability to use computer applications related to work and use of automated financial accounting systems.

#### Reports to:

Director II – Facilities Planning

#### JOB GOAL

To assist the district accounting and financial staff by applying professional level of accounting principles to meet the budgetary and legal requirements of the accounting system.

#### Supervises:

Accounting Specialists

#### Performance Responsibilities:

##### Service Delivery

- \* (1) Perform accurately detailed accounting work involving mathematical calculations and data
- \* (2) Reviews various Facilities Planning contracts to ensure accuracy of information and calculations; verifies availability of funds and funding source requirements.
- \* (3) Assist in preparation of the departments' preliminary operational budget request. Checks and balances expenditures of approved operational budget.
- \* (4) Control and post separate cost accounting records for all expenditures relating to the district's construction project contracts.
- \* (5) Organize, plan, and supervise the work of others in administering financial operations for the department.
- \* (6) Apply professional and technical knowledge relating to auditing, accounting, and data processing required for the department's financial operations.

##### Inter/Intra Agency Communication and Delivery

- \* (7) Prepare encumbrance authorization for submission to the State Department of Education for release of annual funding allocation.
- \* (8) Consult with and assists the Budgeting, Purchasing, and Accounts Payable Departments to insure encumbrances and expenditures comply with all applicable federal, state, and local laws and regulations.
- \* (9) Interact with district staff, maintenance personnel, school administration and other school personnel, state authorities, architects, engineers, contractors, and vendors for proper application of financial accounting policies and procedures.
- \* (10) Facilitate the resolution of problems including development of coordinated policies between Facilities Planning and the Finance and Budgeting Departments.
- \* (11) Inform Director II – Facilities Planning of potential problems or unusual events.

## **FACILITIES FINANCIAL SPECIALIST (continued)**

### **Professional Growth and Improvement**

- \*(12) Participate in the development of annual goals and objectives of the department.
- \*(13) Maintain expertise in assigned areas to fulfill financial and accounting policies, goals, and objectives.
- \*(14) Provide technical assistance to those assigned or by request.

### **Systemic Function**

- \*(15) Implement best financial management practices as identified by the Office of Program Policy Analysis and Government Accountability (OPPAGA).
- \*(16) Prepare special financial analysis and reports as requested.
- \*(17) Assist in developing the district's budget and monitor its implementation.
- \*(18) Represent consistently the district in a positive and professional manner.
- \*(19) Oversee the preparation of all required financial management reports and maintains appropriate documentation
- \*(20) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \*(21) Provide leadership and direction for the assigned area of responsibility.
- \*(22) Utilize appropriate strategies to make decisions concerning planning.
- \*(23) Demonstrate initiative in identifying potential problems and opportunities for appropriate problem solving strategies.
- \*(24) Facilitate problem solving by individuals and groups.
- \*(25) Facilitate in achieving the district's goals and strategic commitments.

### **Physical Requirements:**

Light work; exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

### **Terms of Employment:**

Salaries and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

### **Evaluation:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy regarding evaluation of personnel.

\*Essential Performance Responsibilities

## **PROFESSIONAL SALARY SCHEDULE – Pay Grade 10**

**Date of Board Approval: 04-19-05**