PALOMAR COMMUNITY COLLEGE DISTRICT

PROPOSITION M CONSTRUCTION ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of high-level professional construction accounting tasks in the analysis, maintenance and auditing of accounts affecting the District’s Proposition M general obligation bond programs for the Facilities department; to analyze expenditure information and maintain complete financial and statistical records and to perform a variety of technical accounting duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities Services Coordinator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to the following:

Essential Functions:

1. Perform a variety of high-level professional accounting tasks in the analysis, maintenance, and auditing of accounts affecting the District’s Proposition M general obligation bond programs.

2. Prepare bond project spending reports; reconcile bond project spending reports to the financial records system.

3. Gather, maintain and analyze a variety of financial data analysis required to compile mandated reports, formal reports for assigned program use and maintain a comprehensive data management program.

4. Communicate results of financial analysis to management and outside parties, and make recommendations for appropriate action.

5. Prepare and examine capital project expenditure reports, construction-in-progress reports, and budget variances for program directors, management, granting agencies and the bond oversight committee.

6. Create and maintain a chart of accounts for assigned program areas; set up new account numbers according to established and documented procedures.

7. Plan, coordinate, implement, and evaluate complex accounting projects.

8. Participate in developing budgets for assigned accounts; organize and maintain general ledgers, oversee the maintenance of subsidiary ledgers.

9. Prepare year-end accruals and assure an accurate and successful annual audit.
10. Prepare year-end closing entries for assigned program accounts; set up accounts receivable and current liabilities; make adjusting entries to all suspense or liability accounts; prepare journal entries to close books.

11. Review project budgets with program managers on monthly forecasts-to-complete, revenue and cash flow projections.

12. Initiate and process transfer vouchers to record interest, NSF checks, stop payments, voided checks and bank card charges for assigned program accounts.

13. Input cash receipts from journal into computer system for various accounts; verify computer balance against journal balance.

14. Establish and maintain appropriate accounting procedures according to Federal and State requirements; ensure compliance with procedures for recording and controlling financial transactions of the assigned program budgets.

Marginal Functions:

1. Perform a variety of routine clerical duties as required.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, governmental, and construction accounting.
2. Generally accepted accounting and auditing principles, practices, and procedures.
3. Methods and techniques of financial analysis.
4. Methods and techniques of general ledger reconciliation.
5. Advanced mathematical principles.
6. Advanced principles and procedures of financial recordkeeping and reporting.
7. Principles and practices of budget preparation and administration.
8. Modern office procedures, methods and equipment including computers and an integrated data management system.
9. Correct English usage, including spelling, grammar, and punctuation.
10. Principles and practices of sound business communication in a college environment, including business letter writing and basic report preparation.
11. Local, State, and Federal regulations, including terminology and processes applicable to areas of assigned responsibility.

Ability to:

1. Perform a variety of professional accounting, financial analysis and auditing functions.
2. Initiate and process journal entries for assigned program accounts.
3. Prepare and maintain budgets for assigned programs.
4. Record and disburse assigned monies among various program accounts.
5. Reconcile and electronically file appropriate income tax forms.
6. Prepare year-end closing entries for assigned program accounts.
7. Interpret and explain applicable financial reporting rules, regulations and policies.
8. Perform a variety of mathematical calculations quickly and accurately.
9. Establish and maintain appropriate accounting procedures according to Federal and State requirements.
10. Prepare a variety of clear and concise administrative and financial reports.
11. Maintain and update a variety of accurate financial records, logs, charts and other documents.
12. Organize, set priorities, and take initiative within areas of responsibility.
13. Analyze situations accurately, exercise sound judgment, and work independently to adopt effective courses of action.
14. Work independently in the absence of supervision.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish and maintain cooperative working relationships with those contacted in the course of work.
17. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible professional accounting experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major coursework in accounting, finance, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions

Office environment, extensive contact with college employees, exposure to computer screens.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity for recognizing numerical figures.