

Job Title: CONSTRUCTION ACCOUNT CLERK IV

Definition:

Under the general supervision of the Assistant Superintendent of Business Services and direct supervision of the Director of Budget and Finance, performs difficult and complex mathematical and clerical work in support of the Department including financial and statistical records.

Distinguishing Characteristics:

This classification is distinguished from others in this series in that the incumbent performs a variety of complex financial and statistical records relating to facilities and construction.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assist with preparation of project applications, correspondence and related documents including Board action agenda.
2. Assist with submittal of project applications, funding applications, responses to requests for information.
3. Review contract documents and submit to OPSC in coordination with Facilities department.
4. Prepare and submit financial reports (SAB 184, etc). Log expenditures by project and type of expenditure—architect, planning, construction, etc.
5. Assists with project analysis form by project - facilities.
6. Work with OPSC Project Manager, and audit staff on open projects and closeouts.
7. Collect developer fees and issue certificates/documents to owners.
8. Process requests for Developer Fee Mitigation Credit Transfers resulting from land purchase escrow accounts. Maintain logs and account for credits used and balance for each account.
9. Prepare monthly report, annual and 5-year accounting of developer fees.
10. Prepare Board action items related to Mello-Roos rates and filing requirements in coordination with Business department.
11. Notify District facilities consultant of activity in Mello-Roos.
12. Assist with relocatable lease accounting including maintaining logs of relocatable unit information by site including dates, lease information, room usage, budget information and accounts payable.
13. Prepare Board report action items for budget/expenditure transfers.
14. Maintains and assist in the development of budgetary requests and records.
15. Participate in meetings with other districts, vendors, consultants, agencies, or others as needed.
16. Maintain and manage all construction funds, including but not limited to, deferred maintenance developer fees, bond, etc.
17. Maintain and manage District asset system.
18. Performs other related duties as assigned.

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Minimum Knowledge, Skill and Ability:

Knowledge of:

- Various bookkeeping systems
- Use of computer and related software
- Modern office methods and procedures
- Use of correct grammar, spelling and punctuation
- Accounting terminology and practices
- Various office machines

Skill and Ability to:

- Perform difficult and complex arithmetic calculations with speed and accuracy
- Prepare and maintain accurate and complete financial records and reports
- Understand and follow oral and written directions
- Use modern office equipment and machines
- Maintain harmonious relations with staff and public

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent, supplemented by additional classes in accounting, or finance procedures. Accounting degree preferred or at least four years of accounting experience in positions of increasing responsibility preferred.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking		X	
Bending (neck)			X
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine		X	