



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

FACILITIES PLANNING ACCOUNTING TECHNICIAN

DEFINITION:

Under general direction of an assigned Administrator or Supervisor, perform a variety of technical accounting duties related to the preparation, maintenance and review of various reports, records and assigned District's Facility Planning accounts; establish, monitor and maintain assigned department accounts and a variety of financial records and reports; maintain and ensure accuracy of various financial records and reports; perform other job-related duties as assigned and/or as required

ESSENTIAL DUTIES:

- Perform complex and technical accounting duties in support of the District's Facilities Planning division; establish, monitor and maintain assigned accounts; develop and maintain records related to District construction accounting; prepare and file appropriate reports with the State Allocation Board and other federal, State, and local agencies.
- Maintain and monitor all GASB 34 fixed asset program requirements for assigned department; conduct fixed assets accounting.
- Collect developer fees and maintain fee certificate data; perform complex and technical fiscal record management operations related to construction and facilities-related projects; monitor construction contracts and payment requests; assist with project closeout. Compile, organize and review financial data and documents; prepare and process financial reports and statements as mandated by County, State and federal agencies; gather, assemble, post, balance and summarize accounting data; receive and deposit monies as required; prepare financial reports and related documents including profit and loss statements, balance sheets and reimbursement claims.
- Reconcile and balance assigned accounts and bank statements; record financial transactions; maintain journals and ledgers; prepare trial balance; process accounts receivable; prepare billings; maintain related files; record receipts and expenditures; transfer monies and correct errors and discrepancies.
- Perform a variety of clerical tasks such as typing, filing, duplications, answer telephones and maintain a variety of records.;
- Monitor and control expenditures to ensure funds cover expenditures; ensure expenditures are charged against proper accounts.
- Communicate with vendors and District staff to resolve problems, correct errors, obtain authorizations and exchange information.
- Assist the public concerning applicable departmental forms, processes, policies and procedures; provide detailed and technical information as necessary.
- Audit financial data and documents to ensure accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations.
- Prepare statistical and analytical reports for administrators and State/federal funding sources as requested; assist in preparing reports as directed.
- Input information into a variety of computerized data processing programs; sort, retrieve and analyze data and generate reports in accordance with established timelines.

- Audit daily receipts as assigned and prepare periodic reimbursement claims; prepare financial statements and projections as requested; assist in the preparation of departmental budget as directed.
- Assemble, tabulate, calculate and prepare the annual facilities budget.
- Maintain current material related to school construction accounting, public school law and accounting procedures.
- Audit certified payroll reports and complies with all Labor Compliance Program regulations; responds to technical questions and provides information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.
- Assist external auditors to ensure efficient and responsive audit of the District's funds especially for facilities projects including GASB 34 requirements.
- Perform other job-related duties as assigned and/or as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting and fiscally related record management systems; manual and computer-assisted accounting record management systems.
- Software packages for a variety of applications.
- Standard office practices, procedures, and techniques; governmental regulations, rules, and policies relating to facilities planning.

ABILITY TO:

- Analyze data and formulate sound recommendations.
- Communicate effectively, both orally and in writing.
- Establish and maintain manual and computerized recordkeeping systems.
- Prepare comprehensive, accurate written reports, studies and other documents.
- Learn, interpret, apply a variety of technical and legal information related to state funding, property land use, planning, and construction.
- Plan and organize work.
- Operate a computer and use appropriate software applications effectively.
- Establish and maintain cooperative working relationships.
- Make complex mathematical calculations involving fractions, decimals, and percentages.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Three years of increasingly responsible experience in financial recordkeeping. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Verification of a valid California Motor Vehicle Operator's license.
Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

- Experience in performing school construction related accounting tasks is preferred, but not required.
- Supplemental course work in payroll and accounting, auditing, and business practices and procedures is preferred, but not required.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will sit most of the time, but will walk or stand for brief periods.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment, and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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