

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### SPECIALIST, CAPITAL PROJECTS AND DEBT SERVICE FUNDS

**SALARY SCHEDULE: ADMINISTRATIVE – H**

**COST CENTER: FINANCIAL SERVICES (9038)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree or higher with a major in Accounting or Finance.
- (2) Minimum of three (3) years experience in the provision of budget, financing, accounting and auditing.
- (3) Related work experience may substitute on a year for year basis for the education requirement at the discretion of the District.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of accounting terminology and procedures and policies utilizing computer technology. Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of generally accepted accounting principles, governmental accounting standards and cash control procedures. Effective oral and written communication skills. Possess good mathematical skills. Ability to work independently or as part of a team.

**REPORTS TO:**

Accounting Supervisor

**JOB GOAL**

To provide accounting services to all District schools and departments in an efficient and timely manner, within the appropriate federal, state and local regulations.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Responsible for all accounting functions for Capital Outlay and Debt Service Funds of the School Board of Sarasota County.
- \* (2) Verify all cost distribution data for all payments, including salaries.
- \* (3) Coordinate with Budget Department in preparation of Five Year Work Plan, Project Priority List, TRIM Notice, and fiscal Budget.
- \* (4) Coordinate with Capital Departments in preparation of cash flow projections for funding needs of District.
- \* (5) Generate all monthly financial reports and reconcile reports with official accounts and financial statements.
- \* (6) Provide monthly project reports to principals and directors and assist in providing further information as needed.
- \* (7) Maintain charts of account names and other classification breakdowns for Capital Outlay and Debt Service.
- \* (8) Respond to individual auditor concerns and questions during audit periods.
- \* (9) Assist District bookkeepers and department employees as needed in problem-solving activities.
- \* (10) Complete year-end reports and provide for the transfer and storage of documents for previous fiscal years.
- \* (11) Ensure that School Board policies and governmental regulations are consistently applied to assignments.

**SPECIALIST, CAPITAL PROJECTS AND DEBT SERVICE FUNDS (continued)**

- \*(12) Assist and/or direct the investigation of errors and complaints.
- \*(13) Assist the Chief Financial Officer with required reports.
- \*(14) Demonstrate initiative in the performance of assigned responsibilities.
- \*(15) Model and maintain high ethical standards.
- \*(16) Follow attendance, punctuality and proper dress rules.
- \*(17) Maintain confidentiality regarding all matters relating to assignments.
- \*(18) Maintain positive relationships with coworkers, school personnel, vendors and administration.
- \*(19) Participate in workshops and training sessions as required.
- \*(20) Communicate effectively with public, coworkers and administration.
- \*(21) Respond to inquiries and concerns in a timely manner.
- \*(22) Keep supervisor informed of potential problems or unusual events.
- \*(23) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(24) Prepare all required reports and maintain all appropriate records.
- \*(25) Follow all School Board policies and procedures.
- \*(26) Exhibit interpersonal skills to work as an effective team member.
- \*(27) Demonstrate support for the School District and its goals and priorities.
- \*(28) Perform other incidental tasks consistent with the goals and objectives of this position.

**Note: The following responsibilities are specific to assigned department:**

- \*(29) Maintain, within the District's computer information system, all appropriate accounts and other data necessary to provide accountability required for state mandated reporting.
- \*(30) Maintain project details to provide reporting capability on a continuing basis and reconcile to the accounting system.
- \*(31) Prepare monthly Superintendent's Financial Statement to be presented for School Board approval.
- \*(32) Prepare Public Education Cash Outlay Requests and Fuel Tax Rebate.
- \*(33) Prepare appropriate worksheets to prepare Annual Financial Report / Notes to the Financial Statements relating to Capital Outlay and Debt Service funds.
- \*(34) Review and process journal entries pertaining to Capital Outlay Projects and Debt Service Funds.
- \*(35) Maintain control records over Fixed Asset reporting and reconcile balances in detail files with summary information centrally controlled.
- \*(36) Maintain listing of all construction contracts with remaining commitments.
- \*(37) Approve Capital Outlay and Debt Service transactions of funds from schools and departments via requisitions and purchasing cards.
- \*(38) Audit invoices submitted from contractors working on capital projects.
- \*(39) Coordinate with facilities and budget how construction projects will be funded and their order of priority.
- \*(40) Establish communication and interaction with all cost centers and departments to assure coordination of effort and consistency in application of procedures pertaining to capital projects funds.
- \*(41) Verify calculations of depreciation expense on the Fixed Assets of the School District.
- \*(42) Coordinate with Long Range Planning Department on Impact Fee issues.
- \*(43) All other duties as assigned.
- \*(44) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary 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.

**SPECIALIST, CAPITAL PROJECTS AND DEBT SERVICE FUNDS (continued)****EVALUATION:**

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

\*Essential Performance Responsibilities