

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROJECT AND ACCOUNTING ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Administrative Services or designee, perform technical and complex project accounting duties in the preparation, maintenance and review of project financial records, accounts and reports to assure accuracy and conformance to established procedures. Coordinate the bidding process for architectural design services, construction management services and various construction projects and services as part of the District's reconstruction, modernization and other improvement projects; provide a high degree of support service to the District and school sites in a cost effective manner to ensure the effective coordination of facility improvements and construction activities; perform related duties as assigned.

#### **REPRESENTATIVE DUTIES:**

Perform technical and complex accounting and auditing work in the preparation, maintenance and review of complex financial and project accounting records, accounts and reports including the project ledger; assure accuracy, completeness and compliance with applicable rules, regulations, policies and procedures; make corrections and adjustments as necessary; audit accounts as necessary to assure proper internal controls.

Maintain and monitor assigned project accounts and budgets; reconcile and balance assigned accounts. Answer questions and resolve problems related to assigned project accounts.

Coordinate communication and project accounting activities with other District departments and personnel, governmental and private agencies and vendors. File construction cost reports, funding reports, and other documents with governmental agencies as required.

Maintain and file a variety of financial and accounting records, forms, listings and files.

Prepare and issue purchase orders; prepare and distribute warrants as necessary.

Assist with coordination and development of cost estimates and required schedules for District projects; review that specifications are prepared in accordance with District needs and requirements.

Under the guidance of facilities management and district architects, prepare and write detailed specification for construction and service contracts formal and informal bids; receive bids, tabulate and analyze data.

May recommend vendor to be awarded based on price and conformance to specifications.

Prepare regular and special reports related to facility improvements, design plans and construction projects; prepare and maintain records, reports and supporting documentation related to construction projects; ensure project management reports, OPSC/DGS project expenditure reports, and other documents are prepared and filed in a timely manner and maintained.

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Prepare reports as needed for the School Facilities Oversight Committee

Act as a support liaison between the District and engineers, architects, consultants and contractors in matters related to facility improvement projects, and as a support for communication between the District Assistant Superintendent or Facilities Director and outside consultants and contractors; ensure effective communication is maintained between the District, architects, engineers, consultants and contractors.

Coordinate project activities with site administrators and District staff.

Maintain records of project budgets and project expenditures; monitor expenditures in accordance with budget allocations, plans and specifications.

Operate a variety of office equipment and machines such as computer hardware, computer software, keyboard and calculator.

Perform special assignments related to position as assigned.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Construction project accounting and auditing principles, practices and procedures.
- Accounting, financial and statistical record-keeping principles.
- Generally Accepted Accounting Principles and Governmental Accounting Standards
- Formal and informal bidding procedures, Public Contract Code provisions
- California schools general purchasing policies and procedures.
- Construction contracts and law, and governmental regulations as they relate to school building and construction projects.
- Technical aspects of project accounting.
- Interpersonal skills using tact, patience and courtesy.
- Operation of computer hardware/software for accounting software, spreadsheets and project management.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.

#### **ABILITY TO:**

- Work independently with little direction.
- Perform technical and complex accounting and auditing work in the preparation, maintenance and review of District financial records, accounts and reports assuring compliance with applicable rules, regulations, policies and procedures.
- Apply auditing and financial record-keeping principles.

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Read, interpret, apply, and explain rules, regulations, policies and procedures.

Operate a variety of office equipment and machines such as computer hardware, computer software, keyboard and calculator.

Make and input mathematic computations expeditiously and accurately.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Analyze statements, invoices and reports

Prepare narrative and statistical reports, letters and other required documents.

Maintain a variety of records and files related to assignment.

Analyze situations accurately and plan an effective course of action.

Anticipate problems and devise methods to avoid problems.

Problem solve efficiently and timely.

### **EDUCATION AND EXPERIENCE:**

Experience and education which would provide the knowledge and skills necessary for satisfactory job performance including a four year college degree in accounting, project accounting, business or business management and two to three years governmental accounting or public accounting experience (i.e. public accounting firm). CPA preferred.

### **WORKING CONDITIONS:**

Typical office environment.

Work may include indoor and outdoor environment

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