

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROJECT ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, 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.

REPRESENTATIVE DUTIES:

Perform technical and complex accounting and auditing work in the preparation, maintenance and review of project financial records, accounts and reports including the project ledger; assure compliance with applicable rules, regulations, policies and procedures.

Prepare and maintain a variety of technical and complex financial and project accounting records, ledgers and reports; audit accounts as necessary to assure proper internal controls.

Maintain and monitor assigned project accounts and budgets; reconcile and balance assigned accounts.

Review financial documents and reports to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures. Make corrections and adjustments as necessary.

Assist in the preparation and monitoring of project accounts or budgets as assigned; prepare and review account and expense transfers and reconcile and balance assigned accounts.

Coordinate communication and project accounting activities with other District departments and personnel, governmental and private agencies and vendors.

Provide information to District personnel regarding various records, accounts and programs; answer questions and resolve problems related to assigned project accounts.

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

Create and input a variety of financial and statistical data into computer spreadsheets and verify for accuracy.

Prepare and distribute warrants as necessary.

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Construction Project accounting and auditing principles, practices and procedures.

Financial and statistical record-keeping principles.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of computer hardware/software for spreadsheets and project management.

Technical aspects of project accounting.

Oral and written communication skills.

Construction contracts and law, State Education Codes, and governmental regulations as they relate to the Office of State Architect.

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.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of office equipment and machines such as computer hardware, typewriter 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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in accounting or bookkeeping, preferably project accounting, management, and/or contract law and three years governmental accounting experience.

WORKING CONDITIONS:

Typical office environment.

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