

**ACCOUNT SPECIALIST, CAPITAL PROJECTS**

**REPORTS TO:**

Manager, Budget, FTE & Cost Reporting

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Associate’s degree from an accredited college or university in Accounting, Finance, Business Administration, or related field plus 3 years of related experience in project accounting. A year of related experience may be substituted for each year of the educational requirements stated above.

**PREFERRED:**

Bachelor’s degree from an accredited college or university in Accounting, Finance, Business Administration, or related field.

**MAJOR FUNCTION**

The Account Specialist, Capital Projects is responsible for providing administrative and financial support of capital projects within the public education sector. Responsibilities include maintaining accurate financial records, processing transitions, budget tracking, and ensuring compliance with financial policies and regulations.

**ESSENTIAL RESPONSIBILITIES**

- Maintains accurate and up-to-date financial records for capital projects.
- Enters and processes financial transactions and reconciliation in accounting software with fidelity.
- Processes, verifies and matches invoices to purchase orders and delivery receipts as related to capital projects.
- Monitors project budgets, tracks expenditures, and identifies variances.
- Ensures budget spreadsheets and financial reports are current and accurate.
- Provides budget forecasts and financial analysis.
- Ensures financial transactions comply with organizational policies, funding requirements, and regulatory standards.
- Maintains organized and accessible financial documentation and records.
- Provides support to the Project Accountant and Finance Team including, but not limited to, scheduling and conducting meetings and correspondence with stakeholders.
- Responds to vendors, contractors, and internal stakeholders regarding financial matters with accuracy and in a timely manner.
- Assists in the preparation of financial statements and reports for internal and external stakeholders.
- Inputs and maintains accurate data in financial systems and project management software.
- Generates financial reports and summaries providing timely and accurate data for project management and decision-making.
- Communicates effectively with written and verbal communication skills.
- Utilizes independent judgment and ability to work collaboratively with other team members.
- Maintains an organizational system ensuring deadlines are met and tasks are completed accurately.
- Displays an understanding of accounting principles and financial management practices.
- Performs other related duties as assigned.

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**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 established by the District.*

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

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 09/01/24 PT; BOARD APPROVED: 09/24/24

**ACCOUNT SPECIALIST, CAPITAL PROJECTS**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Account Specialist, Capital Projects - PTS