



JOB DESCRIPTION
BOND ACCOUNTANT
Range 52 Classified Salary Schedule (HSD/ESD)

DEFINITION:

Under the direction of the Assistant Superintendent Business Services, provides specialized technical accounting and budgetary support. The Bond Accountant prepares records and maintains forms, financial records and documents for the school building program which includes land acquisitions, new construction, reconstruction and modernization projects. The position will assist the Director of Facilities Construction Projects with communications and the filing of documents related to contracts and purchase orders. The position will work closely with the Business Office and will be responsible for the maintenance of accurate cost accounting records including records necessary for audits by the Office of Public School Construction for state funded projects. [This position will terminate upon completion of all Bond Program projects.]

EXAMPLES OF ESSENTIAL FUNCTIONS:

Prepares and coordinates the financial data and cost accounting systems and services necessary to maintain accountability for professional analysis, planning and accounting for governmental funds, construction projects, grants, bonds, donations and other financial instruments of the school district. Compiles, reconciles, and technically interprets data for the preparation of complex reports for internal and external use. Prepares and develops cash flow reports, cash flow projections, forecasts, single and multi-year budget plans and other reports assigned or required. Coordinates and consults with other district departments, governmental agencies, auditors and others on financial and data-sharing needs. Attends and participates in meetings. Assists in reconciling and verifying the accuracy of revenues and expenditures for facilities funds. Other related duties as assigned. Reports to the assistant superintendent of business services.

Employment Standards, Education and Experience:

Experience:

Minimum of four years professional level experience, including accounting and advanced use of technology.

Education:

Bachelor's degree, preferably with concentration in accounting, finance or related field; or a comparable combination of units and work experience.

KNOWLEDGE AND ABILITIES:

Knowledge:

- Generally accepted accounting and auditing principles, practices and procedures
- Perform technical accounting and budgeting work related to cost accounting, project accounting, governmental fund accounting, audit process and procedures including preparing funds transfers and journal entries.
- Construction bidding and procurement processes

- Balance accounts and reconcile statements
- Prepare financial records, reports and statements
- Basic legal requirements for contract documents including bid advertisements, contract forms, bonds, insurance certificates, stop notices, completion notices
- Computer systems including email, internet browsers, Windows operating system, MS Office
- Standard construction documents and logs including transmittals, requests for information, submittals, requests for proposals, change orders and change order proposals
- Basic construction cost accounting techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone techniques and etiquette

Ability to:

- Use data system software for financial recordkeeping;
- utilize software, advanced spreadsheet skills including linking complex spreadsheets, creating formulae, graphs, creating and auditing data sets for technical uploads between software programs.
- Effectively and clearly communicate orally and in writing with staff, agencies and in public settings.
- Interpret and prepare reports which include complex information and data.
- Work effectively and cooperatively with people from diverse backgrounds.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license with no restrictions.
- Proof of U.S. residency is required.

WORKING ENVIRONMENT/PHYSICAL DEMAND:

- Office environment. Driving a vehicle to conduct work.
- The usual and customary methods of performing the job's functions require the following physical demands: vision sufficient to inspect conditions of facilities, equipment and systems, and prepare and review diagrams and paperwork; walking, bending, stooping, kneeling and climbing to inspect work; speech and hearing sufficient to provide information, discuss needed work, and provide instructions and training; motor skills to operate District vehicles; fine finger dexterity to operate computer keyboard. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job may involve extreme or hazardous conditions, including, but not limited to exposure to noise, fumes, weather, moving equipment and machinery in the course of inspecting and supervising work.

Board Approval:

THE SAN RAFAEL HIGH SCHOOL AND ELEMENTARY DISTRICTS ARE EQUAL OPPORTUNITY EMPLOYERS; ALL STAGES OF THE APPLICATION, INTERVIEW AND HIRING PROCESS ARE GOVERNED BY POLICIES WHICH ACTIVELY AND AFFIRMATIVELY ENSURES EQUALITY OF OPPORTUNITY TO ALL PERSONS REGARDLESS OF SEX, RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, AGE OVER 40, MARITAL STATUS, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, OR VETERAN STATUS.