POSITION DESCRIPTION

TITLE: Facilities Fiscal Specialist
LOCATION: Administrative Service Center
REPORTS TO: Director, Facilities
DEPARTMENT: Facilities

SUMMARY STATEMENT:
Under the supervision of the Director of Facilities, the Facilities Specialist will maintain the general fund and capital fund accounts and will perform other fiscal related duties, using a computerized system.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, via telephone, and in writing.
2. Assist in writing and coordinating procedures for the Facilities Department Small Works Roster. Operate the computer, including performing data entry.
3. Administer and maintain a small works roster for the District, including solicitation of contractors, monitoring of compliance with insurance and licensing requirements, communication with contractors, Department of Labor & Industries, Facilities Director, project managers, and Maintenance Department. Maintain compliance with the Department of Labor and Industries and Davis-Bacon prevailing wage laws, license and insurance compliance, for all small works contractors performing work for the Facilities Department.
4. Keep current on District purchasing policies and procedures, including State and Federal procurement guidelines related to building improvements, formal bids, and Small Works Projects.
5. Assist and advise staff (including other departments) on purchasing procedures as they relate to Facilities projects.
6. Assist and advise staff (and other departments) on prevailing wage and Davis-Bacon wage rates. Act as a resource for other departments with capital fund capacity.
7. Assume responsibility for accounting of all capital and general fund grants received by Facilities and Risk Management. Monitor grant expenditures to budget. Report expenditures to grant agencies for reimbursement. Generate Office of Superintendent of Public Instruction (OSPI) reimbursement request forms.
8. Provide written communication to the County Treasurer for Impact Fees for deposit and /or withdrawal discrepancies. Track expenditures and provide an annual report to the County Treasurer.
9. Assist in budget preparation and monitoring budget expenditures of capital and general funds for Facilities and other departments with capital fund capacity.
10. Process vendor invoices for payment, i.e. verify items received, services rendered, and authorized signatures, and account codes.
11. Establish and track computer files, including Excel spreadsheets and word processing for budget/fiscal information.
12. Verify Prevailing and Davis Bacon wage rate, determine correct wage rate to be paid by contractor, depending on funding sources.
13. Receive requisitions, assign appropriate fund account codes and L&I requirements for purchase order entry.
14. Reconcile general and capital fund invoices, verify completion and/or receipt, determine retainage withholding as per state and federal rules if required and submit to accounts payable.
15. Analyze data and develop reports to assist Director in preparing annual general fund and capital budget requests. Track and maintain the general fund, Impact Fee fund, and capital fund accounts.
16. Develop and maintain computerized project schedule charts.
17. Generate various reports as requested by the Director of Facilities.
18. Assist planning Principals with start-up of new schools (Budget-Purchase Orders).
19. Act as a resource person for district staff in the proper use of Capital Funds, including training planning secretaries and budget clerks related to capital fund acquisitions during the start-up process for new schools.

OTHER RESPONSIBILITIES:
1. Perform special projects as requested.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Bending (Up to 33%)
- Speaking (66-100%)
- Pushing (Up to 33%)
- Hearing (66-100%)
- Pulling (Up to 33%)
- Sitting (66-100%)
- Writing (66-100%)
- Walking (Up to 33%)
- Lifting/Carrying Up to 50 lbs. (Up to 33%)
- Acceptable Attendance
- Reaching (Up to 33%)
- Use hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Customer Contact (66-100%)
- Verbal Communication (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Written Communication (33-66%)
- Problem Solving (33-66%)
- Constant Interruptions (66-100%)
- Reasoning (66-100%)
- Math (33-66%)
- Detailed Work (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), 10-key calculator, typewriter, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. Demonstrated ability to communicate effectively.
3. Three years of related experience or training in general budgeting using a computerized system.
4. Demonstrated ability to perform on the computer, including data entry, using Windows environment and spreadsheet applications.
5. Demonstrated ability to learn Quicken bookkeeping software.
6. Basic understanding of accounting principles preferred.
7. Demonstrated ability to operate the office equipment listed above.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Must possess a good math aptitude.
10. Demonstrated organizational skills and a commitment to follow through.
11. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
12. Demonstrated ability to problem solve, analyze, and resolve related issues.
13. Demonstrated ability to maintain confidentiality of sensitive information.
14. Must have knowledge or be able to acquire an understanding of the Public Works Laws.
15. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ___________________________ Date: ________________
Revised Date: 9/1/17
Classification: Professional Technicians - Office Clerical
Class: Class III
Display on Web? Yes

Facilities Fiscal Specialist