



**Job Title:** Facilities Financial Specialist

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 10

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to assist the District accounting and financial staff by applying professional level of accounting principles to meet the budgetary and legal requirements of the accounting system.

### **ESSENTIAL JOB FUNCTIONS**

- Performs accurately detailed accounting work involving mathematical calculations and data.
- Reviews various Facilities Planning contracts to ensure accuracy of information and calculations; verifies availability of funds and funding source requirements.
- Analyzes proposals and quotes for accuracy.
- Assists in preparation of the departments' preliminary operational budget request.
- Checks and balances expenditures of approved operational budget.
- Controls and posts separate cost accounting records for all expenditures relating to the District's construction project contracts.
- Organizes, plans, and supervises the work of others in administering financial operations for the department.
- Applies professional and technical knowledge relating to auditing, accounting, and data processing required for the department's financial operations.
- Prepares encumbrance authorization for submission to the State Department of Education for release of annual funding allocation.
- Consults with and assists the Budgeting, Purchasing, and Accounts Payable Departments to insure encumbrances and expenditures comply with all applicable federal, state, and local laws and regulations.
- Manages and processes purchase orders, change orders, invoices, pay apps, etc. pertaining to all department projects as well as prepares monthly Board agendas.
- Interacts with District staff, maintenance personnel, school administration and other school personnel, state authorities, architects, engineers, contractors, and vendors for proper application of financial accounting policies and procedures.
- Facilitates the resolution of problems including development of coordinated policies between Facilities Planning and the Finance and Budgeting Departments.
- Informs Director – Facilities Planning of potential problems or unusual events.

- Participates in the development of annual goals and objectives of the department.
- Maintains expertise in assigned areas to fulfill financial and accounting policies, goals, and objectives.
- Provides technical assistance to those assigned or by request.
- Manages the Owner Direct Purchasing program.
- Implements best financial management practices as identified by the Office of Program Policy Analysis and Government Accountability (OPPAGA).
- Prepares special financial analysis and reports as requested.
- Assists in developing the District's budget and monitors its implementation.
- Represents consistently the District in a positive and professional manner.
- Oversees the preparation of all required financial management reports and maintains appropriate documentation.
- Assists with the management of the purchase card program.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree in Accounting, Business, or Accounting and Information Systems preferred from an accredited educational institution.
- Minimum of seven (7) years of governmental accounting experience.
- Licensed Notary Public or show proof of the ability to obtain Notary License.
- Preference will be given to those applicants with experience in Public Educational Facilities accounting and finance.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure adequately qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of principles and practices of general and governmental accounting.
- Requires the ability to display knowledge of state and federal laws and school board policies.
- Requires the ability to use computer applications related to work and use of automated financial accounting systems.
- Requires the ability to determine the approach for work using guidelines provided.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department.
- Requires the ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**