

FACILITIES BOOKKEEPER

BASIC FUNCTION:

Under the direction of Facilities Planner perform various construction related accounting and fiscal record keeping; maintain project budget worksheets; assure reliability and accuracy of financial records and reports; and perform a variety of secretarial and administrative functions in support of office operations relieving the administrator of administrative detail.

REPRESENTATIVE DUTIES:

- Create and maintain construction accounting records covering multiple years, projects, and funding sources in electronic and/or hardcopy format. **E**
- Compile and/or prepare construction, bond, and other financial and statistical records, reports, and forms for submission to state, county, district or other agencies. **E**
- Communicate with accounting and purchasing staff to review and coordinate accounting/purchasing functions, collect data, exchange information and resolve issues or concerns. **E**
- Review for accuracy, completeness, and compliance a variety of invoices, payment applications, purchase requests, purchase orders, and supporting documents. **E**
- Prepare, code and process purchase requests, purchase orders, specialized forms, packets, referrals, and information related to facilities and construction projects. **E**
- Assure timely communications between supervisor and staff of events, dates, and activities; open, screen and route mail. **E**
- Assist in the set up and maintenance of construction records, files, and binders for all projects based on construction project indexing systems. **E**
- Coordinate the assigned office acting as receptionist and primary contact and reference source for staff and the public; provide information over the phone or in personal contacts with contractors or vendors as appropriate. **E**
- Assist in organizing all construction documents and blueprints into appropriate hardcopy and software files for permanent storage. **E**
- Independently compose letters, memoranda and bulletins as directed. **E**
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory. **E**
- Perform other related activities as assigned.

KNOWLEDGE OF:

Computer accounting and bookkeeping

Auditing and budget practices, procedures and related terminology.

California Education Code, Public Contract Code, Government Code, and regulations related to assigned activities

Financial and statistical record-keeping techniques

Microsoft Office Suite

Office practices and procedures

Telephone techniques and etiquette

Health and safety regulations

Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

Prepare clear and concise financial reports

Maintain accurate financial and statistical records for facilities construction department.

Verify and adjust facility construction department accounts and forward adjustments to fiscal services department.

Trace and audit accounting entries.

Apply and explain rules, regulations, policies and procedures related to assigned activities.

Make mathematical calculations with speed and accuracy.

Establish and maintain cooperative and effective working relationships with others using tact, patience and courtesy.

Work independently.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Operate assigned office equipment.

Meet schedules and timelines.

Prioritize, plan and organize work.

Possess a valid California Drivers License and provide a clean DMV record.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information

Seeing to read a variety of materials

Dexterity and hands and fingers to operate a computer keyboard

Sitting for extended periods of time

Bending at the waist, kneeling or crouching to retrieve and store files and oversized drawing packages.

WORKING CONDITIONS/ENVIRONMENT:

Office/warehouse environment

EDUCATION AND EXPERIENCE:

Graduation from high school and 2 years college courses in business, accounting or related field and/or 3 years accounting related experience.

SMJUHSD

12/16/08

Range 22