

Position Title:	Capital Projects Accounting Supervisor	PCN:	
Department/School:	Capital Projects Accounting	Location/Address:	BV / 3999 Bridger View Drive, N. Charleston, SC
Reports to(Title only):	Capital Projects Accounting Officer	Work Hours	8:00 am to 4:30 pm
Salary/Position Category:	<input checked="" type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher		
Position type/ Grade (to be completed by HR)		Position # of days	240
Travel Required	Some travel within the district and county	FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

Job Description

JOB PURPOSE/REASON:

Provides assistance with the financial and budgetary operations for concurrent multiple multi-year capital programs (building, capital maintenance and technology) and multiple annual capital programs (fixed cost of ownership, classroom modernization, capital maintenance and others as funded). Responsible for investigating and resolving financial issues. Maintains computerized general ledger and prepares monthly capital financial reports. Apply fundamental accounting and budgeting concepts under general supervision. Maintains standard processes and internal controls for program compliance and fiscal integrity.

REQUIRED QUALIFICATIONS:

EDUCATION: ☐ High School Diploma or Equivalent ☐ Associate's Degree ☐ Bachelor's Degree
 ☐ Master's Degree ☒ Other

EXPERIENCE & TRAINING:

Bachelor's Degree in Accounting, Finance, Business Administration or related field
OR

Associates Degree with four (4)+ years of experience in accounting or to include exposure or familiarity to budgeting, financial planning, personnel and payroll processing, or school finance, preferable in an educational setting.

OR

In lieu of a degree, eight (8)+ years of progressively responsible experience in accounting, budgeting, or financial management, including supervisory duties

LICENSING/CERTIFICATION:

OTHER SKILLS/REQUIREMENTS:

Computer proficiency with MS Office Suite; 10 key touch proficiency; excellent customer relations skills; keen attention to detail; strong interpersonal skills; strong analytical skills; effective written and oral communication skills; ability to work independently

Must have a valid SC Driver's License and dependable transportation for work conducted at school and Department sites.

PREFERRED QUALIFICATIONS:

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers

Indirect Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

Reviews and verifies for accuracy budget and expenditure postings (including payroll) for all capital programs to include the planning, tracking , analysis and reporting

Prepares and analyzes project budget versus actual expenditure reports

Maintains standards and internal controls (including New Policy FBA), verify transactions and accounting classifications for accuracy and compliance with program requirements

Compiles and prepares financial information needed for internal and external audits and year end close

Reconciles and prepares Capital financial report to be sent to the Board of Trustees, Citizens Oversight Committee and other District personnel

Reconciles and prepares Board Approved Reallocations and Superintendent Approved Shift Memos (New Policy FBA-Capital Maintenance) and update approved project budgets

Assists with New Debt Service and Audit responsibilities

Promptly manages and corrects issues as identified within the capital program

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

SECONDARY POSITION RESPONSIBILITIES

Maintains good working relationships with CCSD administrative staff, construction management firms, program managers, state and national agencies and community

Conducts training for new program managers and support staff and refresher training for program managers and support staff as needed

Keeps immediate supervisor and designated others fully and accurately informed concerning work in progress, including present and potential issues and provide suggestions for the resolution

Performs other duties as assigned

PHYSICAL/MENTAL REQUIREMENTS:

Ability to work with little supervision, meet routine and critical deadlines that can fluctuate; organization is key to alleviate stress.

Ability to complete moderate to complex administrative paperwork.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head	Joyce Costello	Date	04/26/20
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources		Date	