

SUPERVISING FACILITIES COST ANALYST

DEFINITION

Plans, organizes, and supervises the day-to-day activities of a unit responsible for Facilities Services Division project financial analysis, budget, accounting, or program and project controls.

TYPICAL DUTIES

Supervises staff responsible for obtaining and processing high volumes of cost and operations data from the Facilities Services Division using current database and systems applications.

Conducts studies and analysis on facilities financial and accounting data and processes, state and federal funding programs, annual budget preparation and revisions, sources of funding and recommends appropriate actions and changes regarding unit policies and procedures.

Develops program-level financial and operational reporting pertaining to capital and bond funds.

Reviews revenue forecasts and revenue and expenditure data for project budget preparation and control.

Supports project managers and other construction and/or maintenance and operations personnel with review and analysis of project-related contracts, bidding procedures, fiscal transactions, budgeting and purchases, and job cost accountability.

Reviews the preparation of audit responses related to bond measures and related facilities capital fund and submittal of supporting documentation.

Monitors compliance and collection of financial data for state, federal, and local grants to meet fiduciary, statutory, and regulatory requirements.

Tracks board actions as they pertain to various facilities program and project financials.

Supervises, composes, and edits reports, reference lists, correspondence, research documents, and procedures.

Develops and conducts trainings on Facilities program/project budgets, funding sources, job cost, accounting, and procurement processing.

May represent the Facilities Services Division in negotiations with Federal and State agencies regarding proposals and administrative guidelines for specially funded projects.

May assist in the development and maintenance of accounting systems and data review as necessary to ensure accuracy in reporting and compliance with applicable policies and laws.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Facilities Cost Analyst assists in the administration of a Facilities Services Division financial unit and acts for the unit administrator in case of absence.

A Facilities Cost Analyst analyzes Facilities Services Division financial data and summary reports related to construction, real estate, facilities support services, and assists with budget preparation.

SUPERVISION

A Supervising Facilities Cost Analyst receives general supervision from an administrator. General supervision is exercised over Facilities Cost Analysts and other clerical and staff personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of accounting, business, and public administration as they relate to budget preparation and control, fiscal management, and financial analysis and reporting
- Legal bases and sources of finance for California school building programs and financial activities
- Statistical analysis
- Budgetary practices and procedures
- Techniques of cost analysis as applied in construction management
- Construction concepts and terms
- Database applications/computerized accounting and budget systems
- Computerized data processing and its application to cost control management reports and analysis
- Principles of supervision, personnel management, progressive disciplinary procedures, and training

Ability to:

- Prepare clear and concise reports containing a variety of financial and administrative data
- Devise a variety of methods, procedures, and systems to resolve budget, financial, and administrative problems
- Analyze complex information, present reports to management for executive decision making, and make recommendations
- Develop and improve methods and procedures for obtaining information and comparing cost data
- Direct financial, fiscal, and statistical studies
- Communicate effectively, both orally and in writing
- Work effectively with District personnel, representatives of other organizations, and the public
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Supervise, evaluate, and train subordinates effectively
- Maintain confidentiality

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in accounting, public or business administration, economics, or related field. It is preferable that degrees in non-accounting-related majors be supplemented by college-level courses in accounting.

Experience:

Five years of experience in financial analysis, budgeting, cost accounting or auditing, including analysis of income and expenditure statements, budgets, or cash flow. Experience in supervision or project cost-accounting for a large-scale construction organization and use of computerized accounting and budget systems is preferable.

Special:

A valid California Driver License and the availability of private transportation, or the ability to use an alternative method of transportation

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
02-21-19
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