



EMPLOYEE NAME: _____

Revised: 6/97; 1/98; 9/00; 9/01; 1/04; 6/04;6/05; 3/06; 6/06; 3/09; 3/11;
10/12; 6/18; 6/19

JOB DESCRIPTION

POSITION TITLE: Capital Projects /Accounts Payable Coordinator	JOB CODE: 466E
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support Annual
DEPARTMENT: Capital Project Accounting & Accounts Payable	WORK DAYS: 238
REPORTS TO: Manager, Capital Project Accounting & Accounts Payable	PAY GRADE: Rank I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates all the financial reporting activity of the SPLOST funds and assists the Accounts Payable Supervisor in account payable functions as needed.	

REQUIREMENTS:

1. Educational Level Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college), a combination of experience and education may be used to meet the bachelor’s degree requirement.
2. Certification/License Required: None
3. Experience: 3-5 years of senior level clerical experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; Microsoft Excel and Word; leadership skills; analytical skills; math aptitude; customer service skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Monitors budgets for all capital outlay projects and requests budget transfers as needed. Prepares and indexes all capital outlay funds’ budget adjustments.
3. Establishes budgets for all new capital projects. Monitors and processes close-outs for all completed projects.
4. Assists preparation of SPLOST financial reporting for Quarterly Financial Reporting to District stakeholders; including the Board, Superintendent, Chief Financial Officer and other staff.
5. Monitors State Capital Outlay revenues and requests reimbursements for state funded capital projects.
6. Coordinates and maintains list of land purchases/sales and processes all payments for land.
7. Writes and updates the Capital Projects Accounting Department’s procedures manual.
8. Coordinates financial related processes with the SPLOST Department to ensure accurate processing of encumbrance transactions and pay requests for all construction projects.
9. Coordinates and maintains the proper recording of the district’s donated assets for land, buildings and site improvements. Ensures that CCSD Board and Financial Services Department policies are met.
10. Assists in the processing and filing of Form 1099 MISC with vendors and the IRS annually.
11. Assists Accounts Payable Supervisor in the processing and filing of Form 1099 MISC with vendors and the IRS annually.
12. Supports the daily processing of checks, wire transfers, ePayables, credit card and procurement card transactions in the Munis Accounts Payable System.
13. Assists the Accounts Payable Supervisor in the daily maintenance of the Munis Accounts Payable Vendor files.
14. Serves as back up for Accounts Payable Supervisor.

15. Performs other duties in Capital Projects Accounting and Accounts Payable as assigned by the Manager and/or the Director, Capital Projects Accounting & Accounts Payable.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____