



EMPLOYEE NAME: _____

Revised 7/89;4/90;5/92;2/93;10/93;11/94;10/96;1/98;5/00;4/04;2/05;10/12; 4/13; 6/18; 6/24

JOB DESCRIPTION

POSITION TITLE: Capital Projects Finance Manager	JOB CODE: 465C
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory/Support
DEPARTMENT: Capital Projects	WORKDAYS: 235
REPORTS TO: Capital Projects Director	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
POSITION TITLE: Capital Projects Finance Manager	
REVISION DATE(S): 6/24	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree in Finance or Accounting; Master of Business
2.	Certification/License Required: None
3.	Experience: 3 years of accounting experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; Budgeting, Accounting, Computer Applications.

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.	Oversees and monitors capital outlay budgets for all construction projects, architectural fees, land acquisition, furniture, equipment and technology project purchases.
3.	Assists management in development of budgets for SPLOST, Countywide Building Fund, and other capital outlay funds received by the district.
4.	Provides financial support and guidance to administrators with capital outlay spending authority, including but not limited to SPLOST Executive Director, Director of Construction, Director of Project Services, school principals, construction managers, project managers, program managers, bookkeepers and department heads.
5.	Supervises the Capital Projects Finance Department staff on a daily basis.
6.	Recommends approval for pay requisitions and purchase orders for contractors, architects, and other capital project expenditures.
7.	Responsible for design and preparation of the Capital Outlay/SPLOST weekly administrative reports and quarterly Board report.
8.	Coordinates state capital outlay entitlement reimbursement submittals.
9.	Prepares cash flow projections for SPLOST funds for management’s review and use.
10.	Responsible for preparation of SPLOST/Capital Outlay sections of Budget Document and Comprehensive Annual Financial Report.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____