

JOB DESCRIPTION

POSITION TITLE: Capital Projects Specialist	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Annual Office Clerical/Technician
DEPARTMENT: Capital Project Accounting & Accounts Payable	WORKDAYS: Annual Administrative Employees
REPORTS TO: Manager, Capital Project Accounting & Accounts Payable	PAY GRADE: Rank VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs budget and/or accounting support for departments and schools with SPLOST revenue funding and coordinates the reporting of capital outlay projects between the CCSD SPLOST Department and the Georgia Department of Education (GaDOE).	
REVISION DATE(S): 11/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required; Associate Degree in Business or Accounting preferred
2.	Certification/License Required: None
3.	Experience: 3 years of specialized experience in accounting
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; MS Office 365 proficiency (Excel, Word, etc.) required and ERP Systems experience, preferably with Tyler Munis, math aptitude

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, processes and indexes all capital outlay fund budget adjustments.
3.	Processes encumbrance transactions and pay requests for all construction projects.
4.	Establishes budgets for all new capital projects. Monitors and processes close-outs for all completed projects.
5.	Monitors State Capital Outlay revenues and requests reimbursements for state funded capital projects.
6.	Assists Capital Projects Finance Manager with preparation of Quarterly Reports, Budget Document information, and other Financial Reports as needed.
7.	Organizes and maintains list of land purchases/sales and processes all payments for land.
8.	Maintains department procedures manual.
9.	Monitors software problems and assists Capital Projects Finance Manager with program issues.
10.	Coordinates and maintains the proper recording of the district's donated assets for land, building, and site improvements. Ensures that CCSD Board and Financial Services Department policies are met.
11.	Processes and encumbers Forms FS213 in the Munis Contract module and processes payments against the contracts.
12.	Assists school district personnel regarding SPLOST funded performance contract procedural requirements.
13.	Processes payment of SPLOST funded purchase orders by creating a 3-way match between the line-item quantities and prices on the purchase order, invoice and receiving ticket; investigates any discrepancies and makes corrections to the proper document before finalizing payment.
14.	Maintains construction project accounting files and oversees scanning process.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____