

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Facilities Planning Specialist/Accounting

**BASIC FUNCTION:** Under the supervision of the area Director, performs complex financial accounting and recordkeeping, prepares detailed financial and statistical reports, assists in the development of internal control procedures, reconciles revenue and expenditure accounts for all capital construction, and performs administrative assistance functions.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Monitors and manages construction budgets for District-wide projects.
2. Prepares financial and statistical reports to be submitted for funding District Capital projects.
3. Keeps financial records and processes documents that pertain to State funded capital projects and District Measure “C” funded capital projects.
4. Gathers and prepares documents for the District’s budgeting and accounting processes.
5. Maintains records and evaluates data necessary for preparing claims for specially funded projects.
6. Keeps accurate, detailed records of capital program revenue and expenditures.
7. Verifies budgeted funds for specific projects.
8. Audits change orders, proposals and pay applications for accuracy and applies appropriate budget.
9. Independently prepares cost analysis reports.
10. Utilizes and maintains the Capital Program Management System for reconciling with the District’s financial software “Galaxy”.
11. Does postings to various revenue and expenditure control ledgers, and reconciles capital revenue and expenditure accounts.
12. Assists in developing and implementing procedures that provide control of capital program revenue and expenditures to protect against omission whether by fraud or inadvertency.
13. Reconciles purchase orders and contracts to assist accounts payable with year-end closing procedures.
14. Advises management and department staff regarding budget and requisitioning.
15. Provides informational support via phone, e-mail, and one-on-one interaction with District administrators/staff and consultants.
16. Creates and maintains project payment files.
17. May assign and review work of office clerical staff and student help.
18. Participates in District-provided in-service training programs.
19. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
20. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent to include coursework in bookkeeping or accounting is required. An associate degree from an accredited institution with a major in accounting or business administration is desired.

**EXPERIENCE:** Four years of accounting or financial recordkeeping experience is required.

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**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Complex accounting terms and accounting principles, practices, and procedures, as well as modern office practices. Cost analysis reporting requirements. Purchase order and year end closing procedures.

**ABILITY TO:** Interpret and explain complex rules and procedures; prepare and edit reports and other materials; compose letters; independently interview, and communicate effectively with officials, faculty members, employees, vendors and contractors, and the public; compile and maintain accurate and complete records and reports; operate a computer terminal; operate calculator, preferably ten-key by touch; keyboard accurately at a speed of not less than 35 net words per minute; and establish and maintain effective relationships with other staff members and with the general public.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:**

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.