



PERSONNEL COMMISSION

Class Code: 5247
Salary Range: 35 (S1)

MAINTENANCE ACCOUNTING SUPERVISOR

JOB SUMMARY

Under general direction, plan, organize and oversee the budget, accounting, and work control functions for the District's Maintenance department including funds tracking, and file maintenance and documentation; prepare a variety of records and reports related to assigned activities; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform complex accounting work related to the budget, accounting and work control functions of the District's Maintenance department; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust workflow and assignments to meet time lines. **E**
- Monitor assigned accounts and balances; prepare and submit expense and appropriation transfers for approval by Fiscal Services to assure proper account balances. **E**
- Monitor and coordinate budget activities of Maintenance projects such as phased payments and initiating budget transfers and revisions. **E**
- Coordinate the collection and dissemination of Maintenance project budget data and related statistical information or documents with other District offices and public agencies. **E**
- Input and extract data from the Maintenance work order accounting system to assure proper coding of expenditures to the District's financial system; run a variety of reports from the work order system. **E**
- Maintain budgetary and accounting functions for general upkeep, deferred maintenance, capital outlay, various grants and other programs. **E**
- Analyze funding sources and guidelines; prepare intermediate projections of funding sources and appropriations; request release of encumbrances. **E**
- Prepare periodic or special expenditure reports for Maintenance programs, projects and accounts; review and analyze budget expenditure reports for accuracy and completion of amounts, encumbrances, expenditures and available funds; calculate and add applicable indirect costs. **E**

- Oversee the daily operations of the Maintenance Work Order Control Center and computerized work order system; resolve issues and concerns; input, update and distribute work order tickets as needed to assure smooth and efficient office operations. ***E***
- Prepare a variety of documents related to Maintenance projects and programs including requests for services, requisitions, and contract requests. ***E***
- Prepare and maintain a variety of reports, records and files related to assigned activities. ***E***
- Communicate with administrators, staff, outside agencies and vendors to coordinate activities, resolve issues and exchange information; interpret, apply and explain policies, procedures, contracts, laws, codes, rules and regulations related to assigned activities. ***E***
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of advances in the field. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized ***E***, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Maintenance Accounting Supervisor monitors and maintains budgets and accounting functions of maintenance and capital improvement programs applying considerable knowledge of budget and accounting functions in performing the work and meeting timelines. An incumbent will demonstrate skill in assigning and organizing the work as a team leader and supervisor of assigned staff. An incumbent is expected to show initiative and exercise independent judgment when communicating with a variety of District personnel, outside agencies, vendors, contractors and others.

EMPLOYMENT STANDARDS

Knowledge of:

Generally accepted accounting principles, practices and procedures.
Budget preparation and control.
Financial database systems and software capabilities including spreadsheets.
Financial and statistical record-keeping and report preparation techniques.
Financial analysis and intermediate projection techniques.
Principles and practices of supervision and training.
Laws, codes, rules and regulations related to assigned activities.
Organization and work flow management.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a variety of office equipment including a computer and assigned software.

Ability to:

Perform professional accounting work related to the budget, accounting and work control functions of the District's Maintenance department.
Prepare clear and comprehensive financial reports along with explanatory oral and written analysis.
Develop worksheets, reports and effective reporting techniques including graphs, charts and tables.
Utilize computer database systems for financial data collection and analysis.
Review and control assigned accounts and budgets.
Prepare intermediate financial projections.
Maintain accurate financial records.
Train and evaluate the performance of assigned personnel.
Maintain confidentiality of sensitive and privileged information.
Make arithmetic calculations quickly and accurately.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and time lines.
Plan and organize work.

Education and Training:

Bachelor's degree in accounting, finance, business administration or a closely related field.

Experience:

Two years of professional accounting experience including some experience in a lead or supervisory capacity. Accounting experience in facilities planning, maintenance, construction or a closely related field or in a public agency is preferred.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Drive a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Seeing to read a variety of documents and other records or reports.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Reaching overhead, above the shoulders and horizontally to file materials.
Bending at the waist, kneeling or crouching to file materials.
Lifting and carrying light objects weighing up to 20 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

8/17/2000
Revised: 12/21/2017