

Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes. Successful candidates will demonstrate an ability to work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: BOND PROGRAM ANALYST

BASIC FUNCTION:

Under the direction of the Executive Director of Facilities, Management, and Construction, the Bond Program Analyst performs various professional-level fiscal duties related to accounting and budgeting. Responsibilities include recording and summarizing financial transactions, as well as analyzing, verifying, and reporting on financial operations. The role ensures financial transactions are accurate and compliant with district bond requirements.

DISTINGUISHING CHARACTERISTICS:

The incumbent will establish a work environment where all employees are welcome, celebrated and challenged to be their best in all endeavors.

Accessibility, visibility and a belief in the value of open, clear communication and process will be among the chief virtues of the incumbent.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Understanding of the basic of construction accounting.

Perform professional level accounting work in accordance with a prescribed accounting system, district policies, federal and state laws, Generally Accepted Accounting Principles (GAAP) and California School Accounting Manual (CSAM).

Maintain a complete chart of accounts as required.

Process purchase requisitions as needed.

Analyze and verify accounting data for posting; posts, adjusts, and balances accounts and initiate budget transfers as needed.

Prepare, analyze, and review revenue, expenditures, fund balance, cash flow and budgetary accounts.

Process accounts payable; receive, sort, process, verify invoices; check invoices and match with purchase orders and other information; verify accuracy and completeness including authorization

calculations, pricing, coding, and vendor information; prepare and process invoices for payment.

Monitor and update budget, accounting, and other related financial data, including preparation and tracking of monthly financial reports; schedule milestones and coordinate between District administrators and external design professional and construction team including contractors, construction managers, architects, consultants, and inspector of records.

Review, analyze and verify financial reports and statements.

Analyze, evaluate, and develop procedures to meet needs of preparation, control, and coordination of district project budgets.

Prepare budget and financial reports for bond oversight committees.

Enter projects in the State of California Department of Industrial Relations (DIR) website.

Work with and assist in the bidding process and contract awards through preparation of bid forms documents, contract forms, project manuals, and other activities associated with the construction procurement process from conception to completion.

Track and log all documents related but not limited to Preliminary Lien Notices, Stop Notices and Releases, Certified Payroll issues, contractor license issues and Securities in Lieu of Retention escrow agreements and retention payments.

Develop and maintain spreadsheets and generate a variety of computerized reports.

Perform internal audits and assists District's external auditors by preparing documentation required for annual audits.

Enters fixed assets in tracking software and reconcile the assets with financial reports.

Prepare district, state and federal financial reports as required.

Coordinate and analyze costs for individual projects.

Monitor compliance and collection of financial data for state, Federal, and local reimbursements in order to meet legal, fiduciary, and statutory regulations.

Attend mandatory trainings as required by the position.

Work directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Work with populations with multiple abilities.

Commitment to implementing and maintaining best practices in equity, social justice, culturally relevant and restorative pedagogies and practices.

OTHER DUTIES:

Performs other related duties and assumes responsibilities as assigned by the proper authorities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, and terminology used in clerical accounting work.

Financial and statistical record-keeping techniques.

Modern office practices, procedures, and equipment.

Data control procedures and data entry operations.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Mathematical computations.

Understanding of the basics of construction accounting.

Evidence of leadership in the areas of equity, social justice, cultural relevance, and restorative practices.

Excellent written and verbal communication skills, particularly across cultural groups.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable.

Process and record accounting transactions accurately.

Receive, review, verify and process invoices, reimbursements, and other documents.

Maintain accurate financial and statistical records.

Assemble, organize, and prepare data for records and reports.

Compare numbers and detect errors efficiently.

Establish and maintain cooperative and effective working relationships with others.

Type or input data at an acceptable rate of speed.

Communicate effectively both orally and in writing.

Understand and carry out oral and written directions in an independent manner.

Meet schedules and time lines.

Make arithmetic computations with speed and accuracy.

Operate standard office equipment including a computer and assigned software.

Understanding of the basics of construction and accounting and maintain regular attendance.

Work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university with major course in accounting, finance, or related field preferred.

Four years of increasingly responsible technical experience in budgeting and accounting or related field, preferably in a school construction.

Experience with diversity, equity, justice and inclusion preferred.

Bilingual preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; may be subject to constant interruptions.
May drive vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard and office equipment.
Seeing to read a variety of materials including fine print.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.