

# **Hernando County School Board Florida**

FLSA: Non-Exempt, Non-Union

## **FACILITIES ACCOUNTING FACILITATOR**

### **Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Minimum of two (2) years facilities experience in purchasing or accounting
- Thorough knowledge of secretarial, bookkeeping, purchasing methods and procedures
- Computer skills with thorough knowledge in the Microsoft programs such as Word and Excel
- Ability to work with diverse groups and effectively communicate in both written and verbal formats
- Ability to use independent judgment in performing a variety of assignments and tasks
- Ability to be effective in the role of expediting the work efforts of the Facilities & Construction Department personnel and others as may be required
- Knowledge of office practices, procedures and record management as it relates to the planning development and coordination of facilities and maintenance work

### **Desired Qualifications:**

- Detailed knowledge of professional services and construction contracts and contract formats
- Knowledge of “construction language”
- Successful experience in the preparation of comprehensive reports pertaining to Facilities budget, planning, construction, etc.
- Experience with Owner Direct Purchase of construction materials for large capital projects
- Experience with preparation and/or processing of AIA Certificates for Payment
- Working knowledge of Florida statutes concerning prompt payment to vendors

### **Performance Responsibilities:**

- Prepare quotes on products and services for Facilities & Construction needs
- Performs all duties related to job description for Facilities cost center (9009) as well as Planning (9463) and Fire Safety (9550)
- Confer with staff in Facilities & Construction on invoices, statements, purchase orders and vendor services needed
- Correspond with architects, engineers and contractors in relation to projects
- Prepare department payroll for all areas of Facilities & Construction
- Assist in the approval of requisitions for supplies per budget
- Verify account balances, process purchase order requisitions, and submit invoices for payment in relation to all Facilities & Construction district projects
- Prepare Facilities & Construction Department payroll

- Draft, compose, and submit board agenda budget sheets for Facilities & Construction Department
- Manage department needs and budgets for supplies, technology and equipment and process approved requests
- Prepare warehouse requisitions; check in and distribute supplies.
- Research and investigate to assist in compiling data in preparing reports and supporting records. Transfers funds to proper accounts once budget monies are allocated to cost centers
- Assist in general and capital budget preparation and recordkeeping
- Maintain up to date spreadsheets for all areas of Facilities & Construction general fund and capital fund expenses.
- May be assigned confidential duties and responsibilities relating employment related matters
- Input new equipment details into CMMS System, when necessary
- Develops and maintains procedures for Owner Direct Purchase of materials for various construction projects. Maintains and updates the Facilities ODP manual as required.
- Provides training to contractors and vendors regarding the HCSD Owner Direct Purchase process and requirements.
- Issues Purchase Orders, processes payment and maintains logs of tax savings and expenditures for Owner Direct Purchases on multiple ongoing projects.
- Coordinates final contract Change Orders for Owner Direct Purchases with assigned Facilities Project Managers.
- Process and reconcile all Facilities & Construction purchasing card transactions
- Coordinates with Finance Department regarding annual fiscal year budget transactions to assure ongoing capital projects are funded properly.
- Coordinates with third party auditors to provide financial information on various capital projects for both District audits as well as audits of Construction Managers being conducted by auditors procured by the Facilities Department.
- Process and maintain the annual Facilities, Planning & Fire Safety budgets, grants, security initiatives, etc.
- Serves as main point of contact for emergency elevator repairs & coordinates service with the Fire Official
- Manage registration for administrative staff attending trainings/workshops and/or meetings and arrange the hotel accommodations and process necessary paperwork for reimbursement from the district or other funding sources
- Assist in the daily functions of the department when Director or designee is not available. Answer phones and direct calls as needed.
- Act as backup for composing and submitting Board Agenda items for Facilities & Construction Department.
- Responsible for renewing the licenses annually of all the elevators/chair lifts District wide.
- Perform other duties as assigned by the Director of Facilities & Construction and/or designee

### **Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

### **Reports to:**

Reports directly to the Director of Facilities & Construction and/or designee

### **Evaluation:**

Annual evaluation done by the Director of Facilities & Construction and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Confidential Level K

**Job Code:**

74033

Board Approved: 6/25/19