

PLANNING FINANCE TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the supervision of the Director of Planning and Financial Management, the job of Planning Finance Technician is done for the purpose of providing financial and technical program support to the District's facilities planning/construction financing programs and internal auditing function including ensuring the maintenance of budgeting and accounting systems for CFD/Mello-Roos programs and facility maintenance/construction projects, and processing financial information in accordance with established accounting requirements.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: positions in the fiscal series ensure proper processing of accounting and budgeting data and provide necessary financial information to management. They provide for timely delivery of checks, payroll, billing invoices and other accounting-related records, reports and materials and provide audit trails and assist in resolving accounting-related issues and disputes. The Planning Finance Technician is a specialized, advanced-level classification that performs accounting and program support activities requiring in-depth knowledge concerning technical application of accounting and accounting control principles for a program that supports facility construction and maintenance. This single-position class operates with more freedom to act and is typically assigned complete responsibility for specific accounting functions within the department. This class differs from the Accounting Assistant class which performs accounting and related clerical work of above average difficulty requiring independent judgment over an established function such as accounts payable. This class differs from the Accounting Technician in that the Planning Finance Technician has more public contact and customer problem-solving responsibility. This class differs from the Accounting Specialist which has complete responsibility for specific accounting functions, oversees and coordinates the assignments and work of Accounting Assistants, and serves as a technical advisor to the Finance department on financial systems development and implementation.

ESSENTIAL FUNCTIONS

- Monitors construction contracts, agreements and related project documents for the purpose of maintaining the integrity of the contract and ensuring availability of appropriate funds.
- Assists the Director of Planning and Financial Management with managing Community Facilities Districts for the purpose of establishing accounts, collecting assessments, and maintaining official files and records.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting departmental/program operations.
- Collaborates with property owners, developers, municipalities, district consultants and others on real estate transactions for the purpose of assisting them with deeds, title insurance, and other documents (e.g. secured agreements, demand letters, reconveyances, etc.).
- Meets with developers, city planning agencies, and property owners for the purpose of assisting them with Mello-Roos annexation processes.

CLASSIFIED

- Assists individuals, school districts, departments, city, county, state and other agencies for the purpose of providing information, interpreting and applying accounting rules and regulations, resolving disputes, and facilitating accounting operations.
- Prepares and processes documents, data and payments for the purpose of completing financial transactions in accordance with financial and legal requirements and providing written reference and/or conveying information.
- Processes a variety of fiscal information (e.g. warrants, deposits, accounts receivables, refunds, fees, purchase orders, requisitions, invoices, etc.) for the purpose of updating information, completing financial transactions, ensuring timely and accurate submissions, and/or ensuring compliance with accounting requirements.
- Reconciles cash and/or account balances (e.g. bank statements, expenditures to budget, various funds, etc.) for the purpose of balancing and adjusting accounts in compliance with accounting practices.
- Responds to inquires, including phone, mail and walk-ins (e.g. district staff, vendors, district and site personnel, contractors, community representatives, local, state and/or federal agency personnel, etc.) for the purpose of interpreting and applying rules and regulations, resolving issues, providing requested information and/or referring to appropriate department personnel.
- Develops/monitors/maintains a variety of fiscal information, files and records (e.g. invoices, requisitions, accounts payable, purchase orders, applications, etc.) for the purpose of ensuring proper processing of data and providing necessary information on assigned accounts, programs and projects.
- Maintains files, accounts, and controls for the purpose of ensuring comprehensive and accurate accounting of data and transactions for assigned accounts.
- Analyzes data of a statistical and/or financial nature (e.g. projections, financial statistics, etc.) for the purpose of preparing recommendations and/or reports for administrative review and action.
- Compiles and maintains office reference manual for policies and procedures for executing developer fees, Mello-Roos and related real estate transactions (e.g. conveyances, demand letters, substitution of transfers, and subordinations).
- Oversees various work activities as assigned (e.g. purchasing, reporting requirements, etc.) for the purpose of ensuring timely and accurate submission of information with appropriate District departments, customers, vendors, public agencies, etc.

OTHER FUNCTIONS

- Performs other related duties as assigned.
- Attends meetings as required for the purpose of receiving and/or conveying information.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents and/or facilitate group discussions; and, analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles.

SKILLS are required to perform multiple technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing accounting procedures; preparing and maintaining accurate records; and, using pertinent software applications.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and, use basic job related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined but different processes; and, operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals; work with data of different types and/or purposes; and, utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and, with equipment it is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working with minimal supervision; working with constant interruptions; and, working with detailed information/data.

RESPONSIBILITY

Responsibilities include: working under limited supervision; directing other persons within a department, large work unit and/or across several small work units; and, operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING CONDITIONS

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, in a generally hazard free environment, and in a clean atmosphere.

EDUCATION

High School Diploma or equivalent supplemented by college-level courses in bookkeeping and accounting.

EXPERIENCE

Three years of increasingly responsible experience in financial or statistical recordkeeping. Experience with construction project accounting and/or Mello-Roos or other public sector accounting systems is

CLASSIFIED

preferred but is not required.

REQUIRED TESTING

None Specified

CERTIFICATES AND LICENSES

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

OTHER REQUIREMENTS

Criminal Justice/Fingerprint Clearance; TB Clearance