



Job Description

Job Title:	Director Construction Accounting and Fixed Assets	Grade:	N
Department:	Finance and Administrative Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The Director of Construction Accounting and Fixed Assets provides leadership to the College's Construction and Construction Accounting teams. Responsible for providing oversight of revenue recognition from State, County, and Institutional sources, allowing construction management to detect budget issues and make necessary adjustments on a proactive basis. Spearheads and provides support to the Construction Accounting staff for the continuous development of reporting methods to minimize accounting errors, and provides critical and accurate fiscal and regulatory reporting to Federal, State, and Local authorities.

Characteristic Duties and Responsibilities:

1. Accepts authority, responsibility and accountability for all construction administrative and accounting procedures. Stays current with industry changes, innovations, and changes in governmental regulatory reporting which may affect fiscal operations.
2. Coordinates and leads monthly construction meetings providing status of current funding, facilitates discussion of scheduling, forecasting, and financial status of ongoing projects.
3. Works with the A.V.P. of Administrative Services and A.V.P. of Facilities and Construction for compliance with State Construction Office financial status of ongoing projects.
4. Recommends department goals and objectives; Oversees, coordinates, and assists with State-mandated training for HUB reporting.
5. Plans and directs activities for construction accounting; ensures financial records for construction projects are accurate, processed timely and in compliance with general accounting standards.
6. Directs activities of the fixed assets accounting function; ensures that required reports are submitted accurately and timely, and financial information and policies and procedures meet audit requirements.
7. Researches existing system structures and develops modifications to improve the reporting process; assists in implementing new procedures.
8. Formulates specific reports to research methods of improving and enhancing the overall financial reporting process.
9. Coordinates and schedules activities for fiscal year; sets goals and priorities; enforces rules and policies.
10. Analyzes data, prepares and delivers comprehensive financial reports as required.
11. Supervises personnel; establishes schedules and assigns tasks; monitors and evaluates staff performance.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised February 2016



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12. Monitors and reviews completed tasks; ensures that any deadlines are met; ensures that any necessary corrections are made.
13. Serves as informal resource to staff; provides technical assistance; determines and implements staff training programs.
14. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Assistant to the VP of Finance and Admin Services

Direction Given: Direct Supervision and evaluation of work for assigned staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting, Business Administration or related field and four years of progressively increased responsibilities in accounting

Preferred Qualifications:

Government accounting experience
Knowledge of construction accounting principles and practices

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of general accounting and auditing principles and practices
Knowledge of and proficiency in using an administrative information system, preferably Colleague (Ellucian)
Leadership skills
Effective communication skills, oral and written
Advance skills in Microsoft Office application, specifically Excel spreadsheets
Ability to communicate effectively and work with individuals from diverse backgrounds



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Working Conditions:

Typical office environment