



EMPLOYEE NAME: \_\_\_\_\_

Revised 7/89;4/90;5/92;2/93;10/93;11/94;10/96;1/98;5/00;4/04;2/05;10/12; 4/13; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Capital Projects Finance Manager	<b>JOB CODE:</b> 465C
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Professional/Supervisory/Support
<b>DEPARTMENT:</b> Budget Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Budget Director	<b>PAY GRADE:</b> Rank D (NK04)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Oversees capital outlay budgets, coordinates state capital outlay entitlement reimbursements, provides information and support related to multi-year capital project spending to administrators, auditors, program managers, the Board of Education, and the public.	

#### REQUIREMENTS:

1. Educational Level: Bachelor Degree in Finance or Accounting; Master of Business Administration preferred.
2. Certification/License Required: None
3. Experience: 3 years of accounting experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; Budgeting, Accounting, Computer Applications.
<i>The Board of Education and the Superintendent may accept alternatives to some of the above requirements.</i>

#### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Oversees and monitors capital outlay budgets for all construction projects, architectural fees, land acquisition, furniture, equipment and technology project purchases.
3. Assists management in development of budgets for SPLOST, Countywide Building Fund, and other capital outlay funds received by the district.
4. Provides financial support and guidance to administrators with capital outlay spending authority, including but not limited to SPLOST Executive Director, Director of Construction, Director of Project Services, school principals, construction managers, project managers, program managers, bookkeepers and department heads.
5. Supervises the Capital Projects Finance Department staff on a daily basis.
6. Recommends approval for pay requisitions and purchase orders for contractors, architects, and other capital project expenditures.
7. Responsible for design and preparation of the Capital Outlay/SPLOST weekly administrative reports and quarterly Board report.
8. Coordinates state capital outlay entitlement reimbursement submittals.
9. Prepares cash flow projections for SPLOST funds for management's review and use.
10. Responsible for preparation of SPLOST/Capital Outlay sections of Budget Document and Comprehensive Annual Financial Report.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_