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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action   X   \_\_\_\_\_

Item: Facilities Position

Submitted by: Russell Bray

Date:   11-10-25  

Recommended by: Kevin Philips and Dave Rodgers Board Meeting Date: November 17, 2025

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### RECOMMENDATION:

It is recommended that the Board approve the position of Facilities - Staff Accountant which is a year-round, classified hourly Grade 5 position.

### BACKGROUND:

As the Board may recall, this was a new position that Board approved last year. The administration was unsuccessful in finding the right candidate at that time and discontinued the search pending a further needs analysis. Now with the recent resignation of the Assistant Facility Supervisor, the team is recommending discontinuation of the Assistant Supervisor position in exchange for seeking to fill the Facilities - Staff Accountant position. In doing so, this recommendation is not an increase in staffing FTE, but simply a redistribution and prioritization of needs within the department.

**Job Title:** Staff Accountant, Facilities Department

**Classification:** Classified, full-time, year round

**Reports to and**

**Evaluated by:** Facilities Operations Supervisor

**Terms of**

**Employment:** Twelve-month position subject to all rules and regulations covering Classified Personnel

**Supervises:** None

Responsible for processing accounting transactions, budgeting, purchasing, compiling financial reports, maintaining accurate records for documentation and control.

**Job Qualifications:**

1. Bachelor's degree in accounting/finance preferred or associates degree with commensurate experience.
2. Proficient in Microsoft Excel and knowledge of other Microsoft Suite products.
3. Familiarity with school fund accounting procedures and systems preferred.
4. Preferred familiarity with General Accepted Accounting Procedures (GAAP)
5. Experience with budgeting preferred
6. Broad knowledge of organization operations, policies, and procedures.
7. Must possess a positive attitude and interpersonal skills to clearly communicate with both internal and external customers
8. High level of organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy
9. Predictable and reliable attendance, essential

**Duties and Responsibilities:**

*Budgeting:*

1. Coordinate all budgeting needs for the Facilities department
2. Develop and/or enhance budgeting process
3. Work with Facilities department staff to coordinate updated budgets
4. Work with business office to coordinate account descriptions
5. Support business office on fixed asset accounting
6. Assist Facilities Operations Supervisor with long term facility budget planning
7. Monitor and track change orders on major facility projects
8. Develop and administer facilities replacement & risk assessment program
9. Assist Facilities department leadership with utility bulk purchasing and third-party custodial service programs

*Purchasing:*

1. Vendor maintenance – Collect and update W-9 information in financial system
2. Enter requisitions for the Facilities department.
3. Complete all necessary price quotations & required competitive bid processes for Facilities department
4. Purchase Order process management

5. Monitor requisitions in progress and open purchase orders
6. Issue sales tax exemption forms to vendors and staff
7. Makes purchases for eligible orders on district purchasing card; reconcile statement monthly.
8. Process vendor credit applications

*Operations:*

1. Compile and organize departmental documentation, including building drawings, inspections, and records
2. Organize and monitor building compliance needs
3. Provide operational support to Maintenance, Custodial, and Project Management staff in district-wide initiatives, activities, and projects
4. Support the Administrative Assistant and various office needs within the Facilities department

*Other:*

1. Assist the Facilities Operations Supervisor with the annual capital outlay process
2. Complete reports and communications related to the annual capital outlay process
3. Provides backup for Purchasing Department Staff Accountant and other areas as necessary
4. Make recommendations for process improvements and innovation of budgeting and purchasing processes within the Facilities department in coordination with the Business Office
5. Performs tasks and projects as requested by Facilities Operations Supervisor
6. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities

Salary: Grade 5, Step 1-7, commensurate with experience.