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**BOARD AGENDA ITEM**

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

Item: Approval of Staff Accountant – Facilities Department

Submitted by: Russell Bray

Date: 10-14-2024

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 10-21-2024

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**RECOMMENDATION:**

It is recommended the Board approve the addition of a Staff Accountant – Facilities Department

**BACKGROUND:**

The size and scope of the Facilities department has changed significantly since assuming the management of center programs. The Kent ISD now has 15 buildings across the county it is responsible for maintaining. With the size of our organization, we operate a decentralized budgeting process where directors and principals are responsible for the line-item detail of their department or program. State accounting requirements require each building to have its own line items for utilities, supplies, repairs, capital outlay, etc. We also have a high level of renovation work ongoing, currently we have over 50 active projects, each of which also require its own set of accounting line items.

Currently the Facilities department has 1,250 different budget line items it is responsible for. In order to maintain the oversight required of all of these budget line items, we are proposing the addition of a staff accountant for the Facilities department. In addition to the budgetary responsibilities, this position will also assist with our annual capital outlay process and purchasing requirements. Similar positions exist for center programs and our secondary programs, which also have high levels of budgetary and purchasing responsibilities.

Please let me know if you have any questions.

Attachment

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

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

**Reports to and**

**Evaluated by:** Director of Facilities & Operations

**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 at Microsoft Excel and knowledge of other Microsoft Suite products.
3. Familiarity with school fund accounting procedures and systems preferred.
4. Familiar 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 to 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 Director of Facilities 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 Facilities department.
3. Complete all necessary price quotations & required competitive bid processes for Facilities department
4. Purchase Order maintenance.

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; reconciles statement monthly.
8. Process vendor credit applications.

*Other:*

1. Assist the Director of Facilities & Operations with the annual capital outlay process
2. Complete reports and communications related to the annual capital outlay process
3. Provides backup for purchasing staff accountant and other areas as necessary.
4. Performs tasks and projects as requested by Director of Facilities & Operations
5. Support business office needs as it relates to the Facilities department
6. Support the Facilities department administrative assistant as needed
7. 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.