

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## School Related Personnel

### JOB DESCRIPTION

#### Construction Finance Assistant

**Department:** Construction Services & Code Compliance

**Job Code:** TBD

**FLSA:** Non-Exempt

**Salary Schedule:** SRP 18B

**Reports To:** Director of Construction

**Work Days:** 12 month

**Board Approved Date:** July 31, 2012

**Work Hours:** 7.5

**JOB GOAL:** Under direct supervision, responsible for providing clerical support to the department of construction services and code compliance. Responsibilities include performing confidential clerical, financial and record keeping tasks associated with construction services projects.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Independently compose and prepare correspondence
2. Compile data and prepare reports under supervision
3. Initiate requisitions for supplies and materials
4. Prepare contracts and amendments for execution
5. Make journal entries
6. Balance project budget ledger
7. Track and account for construction project sales tax savings
8. Scan and electronically store data, documents, and project records
9. Assist with financial recordkeeping, including maintenance of project financial records and ledgers
10. Develop and maintain a project specific, effective filing system
11. Perform other duties as assigned.

#### MINIMUM REQUIREMENTS:

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

#### KNOWLEDGE, SKILLS & ABILITIES:

- Ability to type 35 words per minute
- Exhibit effective financial and mathematical computation skills
- Knowledge of bookkeeping practices and basic clerical procedures
- Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Ability to effectively use technology in daily work, including spreadsheets and other financial software programs
- Ability to maintain confidentiality

#### EDUCATION, TRAINING & EXPERIENCE:

- High school diploma or equivalent
- Work experience in a clerical setting

#### CERTIFICATES, LICENSES, & REGISTRATIONS:

- None

#### PREFERRED QUALIFICATIONS:

- Experience in a construction office
- Experience in bookkeeping
- Experience with public sector finance
- Data entry experience with spreadsheets and/or other financial software

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**SUPERVISORY RESPONSIBILITY:** none

**PHYSICAL REQUIREMENTS** *(Describes physical conditions of this position):*

**“X”**

|   |                 |   |
|---|-----------------|---|
|   | Sedentary Work  | Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| X | Light Work      | Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.                                       |
|   | Medium Work     | Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.  |
|   | Heavy Work      | Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.  |
|   | Very Heavy Work | Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.   |

**PHYSICAL ACTIVITY:**

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

|   |                    |   |
|---|--------------------|---|
| R | Sitting            | Resting with the body supported by the buttocks or thighs.  |
| F | Standing           | Assuming an upright position on the feet particularly for sustained periods of time.  |
| F | Walking            | Moving about on foot to accomplish tasks, particularly for long distances.  |
| R | Climbing           | Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.   |
| O | Balancing          | Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.   |
| O | Bending            | Lowering the body forward from the waist.   |
| S | Stooping           | Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  |
| O | Kneeling           | Bending legs at knee to come to a rest on knee or knees.  |
| S | Crouching          | Bending the body downward and forward by bending leg and spine.   |
| S | Crawling           | Moving about on hands and knees or hands and feet   |
| S | Twisting           | Moving body from the waist using a turning motion.  |
| S | Reaching           | Extending hand(s) and arm(s) in any direction   |
| S | Pushing            | Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to ____pounds of force   |
| S | Pulling            | Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to _____ pounds of force.  |
| S | Lifting            | Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to _____ pounds of force. |
| R | Finger Dexterity   | Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.   |
| F | Grasping           | Applying pressure to an object with the fingers and palm.   |
| F | Feeling            | Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips  |
| F | Repetitive Motions | Substantial and continuous movements of the wrists, hands, and/or fingers.  |
| R | Talking            | Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken  |

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|   |                |  |
|---|----------------|--|
|   |                | instructions must be conveyed accurately, loudly or quickly.   |
| R | Hearing Acuity | The ability of perceive speech and other environmental sounds at normal loudness levels.                                   |
| R | Visual Acuity  | The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc. |

#### WORKING CONDITIONS:

*(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)*

|          |                        |  |
|----------|------------------------|--|
| <b>X</b> | Outdoors               | The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.   |
|          | Indoors                | The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.  |
|          | Indoors and Outdoors   | The worker is subject to both environmental conditions. Activities occur inside and outside.   |
|          | Cold                   | The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.  |
|          | Heat                   | The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.   |
|          | Noise                  | The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.   |
|          | Vibration              | The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.   |
|          | Hazards                | The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals. |
|          | Atmospheric Conditions | The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.   |
|          | Oils                   | The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.   |
|          | Respirator             | The worker is required to wear a respirator.   |
| X        | None                   | The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).  |
|          | Other                  |  |

#### MACHINES, TOOLS, EQUIPMENT:

*(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)*

General office equipment, including, but not limited to, personal computers, fax machines, telephones, copiers.

*Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*