Volusia County School District is seeking for a highly qualified candidate responsible for developing, monitoring and reporting the Capital Outlay and Debt Service budgets. This position coordinates with the major divisions in the planning, budgeting and implementing of all capital requests. Selected candidate will supervise the fixed asset function including annual inventory audits, quarterly board reports and tangible and real property reconcilements. Knowledge of governmental accounting standards and the ability to communicate effectively on the professional, technical and general areas of the capital outlay and debt service budgets is required.

###### REQUIRED QUALIFICATIONS

* Bachelor’s Degree business administration, accounting, public administration or a related field or an equivalent combination of education and experience
* Three (3) years’ experience in governmental accounting
* Computer experience with finance applications

##### REQUIRED SKILLS

* Knowledge of governmental accounting standards
* Ability to plan, organize and prioritize a varied workload
* Ability to communicate effectively, verbally and in writing
* Ability to solve problems, make decisions and take action in an effective and timely manner
* Analytical skills and a high aptitude for mathematical reasoning
* Ability to communicate effectively on the professional, technical and general areas of capital outlay and debt service

**REPORTS TO** Director, Budget

**SUPERVISES** Support Staff as assigned

#### **POSITION GOAL** To provide capital projects financial functions for the Volusia County Schools

**PERFORMANCE RESPONSIBILITIES**

1. \*Coordinate the preparation of the capital outlay budget.
2. \*Analyze the capital outlay projects.
3. \*Maintain the fund balances for all capital funds.
4. \*Complete all required state forms relative to capital outlay funds.
5. \*Compute the estimated expenditures for PECO funds and compile the required reports.
6. \*Prepare, monitor and report all budget adjustments and amendments pertaining to all capital projects.
7. \*Coordinate the preparation of all capital outlay budget amendments sent to the school board.
8. \*Act as liaison for all major divisions in the planning, budgeting and implementing of their capital outlay requests.
9. \*Monitor all capital project appropriations, expenditures and funds available.
10. \*Provide in-service training to district personnel relative to capital outlay.
11. \*Prepare the debt service budget.
12. \*Compute the debt service millage annually.
13. \*Maintain the fund balances for debt service funds.
14. \*Supervise the fixed asset function.
15. \*Prepare fixed asset reconciliations quarterly and at year end.
16. \*Prepare real property reconciliation at year end.
17. Perform other related duties as assigned by the Director, Budget.

**\****Denotes essential job function/ADA*

The School Board of Volusia County does not discriminate based on race, color, national origin, sex, disability, marital status, political beliefs, sexual orientation, or age in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other designated youth groups, as required by the Boy Scouts of America Equal Access Act.

Salary range:

$57,733 - $66,362 (determined by verified experience)

Interested candidates must complete an online application: <http://myvolusiaschools.org/employment/Pages/App-for-Employment.aspx> **and** email your letter of interest and resume to Stephanie Weaver, Director Budget at [sweaver@volusia.k12.fl.us](mailto:sweaver@volusia.k12.fl.us) no later than, 5:00 p.m. EST March 31, 2017.