

LEXINGTON COUNTY SCHOOL DISTRICT TWO

School District Position Description

Position Title:	Capital Finance Coordinator		
Department:	Finance		
Reports To:	Chief Financial Officer		
Prepared By:	Dr. Angela Cooper, CHRO	Date:	October 20, 2017
Approved By:	Dr. Angela Cooper, CHRO	Date:	October 20, 2017

General Summary: Manages the Financial and Procurement activities and operations of all capital projects and budgets; develops coherent and coordinated financial plans; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex financial support to the Chief Financial Officer and Chief Operations Officer. The School District of Lexington Two Procurement Code must be strictly followed at all times to ensure compliance with South Carolina state law.
Performs related duties as assigned.

Job Responsibilities:

- Maintain detailed project records and files for all capital projects
- Audit and monitor Construction Management at Risk with Contractor and Chief Operations Officer
- Review invoices for approvals and account information and approve invoices for payment
- Prepare reports and review budgets, commitments and expenditures
- Coordinate and help with any requests from external auditors
- Prepare construction in progress for fiscal year end, prepare year end capital asset schedules for audit
- Maintain status information on project procurement, correspondence, and action items
- Works with Director of Procurement to coordinate procurement activities, review, approve, and maintain all procurement related inquiries, bid tabulations, recommendation for award and contractual documents related to Capital Projects. Ensures that an excellent and auditable file system is kept for the projects
- Represents district interests in meetings and in communication with the general public, vendors, the board of trustees and internal customers
- Keep administration appropriately informed regarding construction procurement; organize and participate in presentations to administration and/or board of trustees, and others as identified by administration
- Develops long and short range plans to achieve operational objectives and goals
- Must possess and demonstrate knowledge of governmental accounting standard contract terms, contract processes for construction projects, architect/engineer and professional services

- Manages debt schedules for planning future capital projects
- Other duties as assigned by Chief Financial Officer

Knowledge of:

- Operations and activities of a comprehensive capital development program.
- Principles and practices of capital program planning, finance, administration and control.
- Principles and practices of general, fund, and government accounting.
- Principles and practices of policy development and administration.
- Advanced methods and techniques of statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Related Federal, State and local laws, codes and regulations.

Skilled in: Performing financial, statistical, comparative analyses of budgetary documentation and data and making sound conclusions and recommendations. Monitoring and reporting budget variances. Performing accurate mathematical calculations. Preparing clear, concise and complete records and other written materials. Developing, organizing and maintaining accurate records of budgetary information and data. Exercising sound independent judgment within established guidelines. Establishing and maintaining effective working relationships with those contacted in the course of the work.

Minimum Qualifications: A Bachelor's degree in business administration, public administration, accounting, economics, or a closely related field from an accredited college or university. Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred. Governmental accounting experience preferred.

Working Conditions: Office environment; exposure to computer screens. May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.