

(REVISED 12-9-04)
REVISED 5-18-06
12-10-09
7-1-10
10-21-10

JOB DESCRIPTION

TITLE

BOOKKEEPER
PROJECT MANAGEMENT

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate required and one to two years related experience and/or training which provides the required knowledge, skills and abilities for this position. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with vendors, employees and the general public.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand, walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision,

distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

REPORTS TO Director of Project Management

GENERAL RESPONSIBILITIES

1. Maintains all records, files, documents and associated paper work related to Project Management.
2. Provides secretarial services, as required.

SPECIFIC RESPONSIBILITIES

1. Issues and maintains all department and capital projects purchase orders.
2. Maintains all department account funds and files, including petty cash.
3. Prepares reports and collects data to support accountability systems for construction program efficiency and effectiveness.
4. Inventories and purchases office supplies. Processes receipts and returns supplies for repairs, replacement or credit.
5. Reviews architect, engineer and contractor payment and change order requests for accuracy and compliance with contractual agreements, confirms payment.
6. Confirms receipt of and properly distributes technical reports, test results and other construction project related documents.
7. Assists in daily filing of correspondence and organization of files.
8. Assists with maintaining orderliness of records room.
9. Performs other duties as assigned.