



JOB TITLE: BOND FISCAL AGENT

Classification: Classified
Salary Range: 44

Retirement Type: PERS*
Board Approved: April 18, 2022

BASIC FUNCTION:

Under the direction of an assigned administrator, the Bond Fiscal Agent provides accurate and timely budget and financial reports that can be used for current and future financial and program decisions for the District's General Obligation Bonds (G.O. Bonds). Advises Fiscal Services, Procurement Services, and Facilities Management on the financial position of G.O. Bond funds and serves as a technical resource for allocation of bond proceeds in accordance with the requirements set forth in official statements of the District's G.O. Bonds and state law.

This position is solely funded through Measure E bond revenue which is expected to be available through 2026-27, with the possibility of a new bond measure in either fiscal years 2022-23, or 2023-24.

REPRESENTATIVE DUTIES:

Reviews budgets and prepares entry postings to the general ledger for G.O. Bond projects. Reconciles balance sheet accounts. Updates journal entries as needed. Monitors expenditures of funds carried over from prior fiscal years. Ensures all transactions comply with established procedures for G.O. Bond budgets.

Analyzes budget reports to assure expenditures do not exceed appropriations. Generates year-end accrual activity reports for G.O. Bond funds to ensure that revenues and costs are recorded to the appropriate year.

Prepares line item transfers for entry by Fiscal Services unit staff.

Performs regular cash flow analysis of G.O. Bond funds.

Coordinates with and responds to external auditors for annual G.O. bond audits.

Prepares for the Citizens' Bond Oversight Committee weekly, monthly, and annual reports on G.O. Bond project budgets and expenditures. Ensures project expenses and other requisitions are compliant with applicable standards, rules, regulations, and approved budgets.

Prepares periodic and/or ad hoc financial reports on G.O. Bond funds, including variance analysis. Notifies supervisor of identified variances and recommends allocations that comply with stipulations set forth for G.O. Bond funds.

Participates in aspects of the budget development process for G.O. Bond funds including preparation work, data collection, and prior-year performance analysis. Prepares and distributes documents and schedules to support the budget planning and development process.

Interprets, administers, and complies with established policies, rules, and regulations including accounting controls established by the District's Fiscal Services management. Contributes to the development of systems and procedures for maintaining internal controls and sound fiscal policies and procedures as needed.

Maintains up-to-date knowledge of regulations and reporting requirements and procedures connected with restricted, special, and general fund programs.

Cross-trains co-workers for back-up support when determined appropriate by supervisor.

Maintains the confidentiality and security of sensitive information.

Performs other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree in accounting, finance, or similar field of study; and

Four (4) years of progressively responsible experience in public agency governmental accounting and budgeting that includes monitoring of restricted funds.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Experience in General Obligation Bond accounting.

Knowledge of in-depth technical principles and procedures of accounting.

Expertise in budget preparation and control.

Knowledge of in-depth financial processes and programs.

Knowledge of laws, codes, and regulations related to financial operations.

Knowledge of audit documentation requirements.

Knowledge of automated accounting systems and relational databases.

Knowledge of financial management, control, and reporting processes for bond funds.

Knowledge of practices and techniques in accumulating and allocating cost accounting information to determine standard costs or rates.

Abilities/Skills:

Ability to train others in data entry and accounting transactions.

Ability to troubleshoot errors and exceptions.

Ability to prepare complex analyses.

Ability to organize and prioritize work to meet rigid schedules and budget timelines.

Ability to conduct technical research and complete algebraic computations.

Ability to solve highly technical problems associated with financial transactions.

Skilled at math to perform complex accounting and statistical computations.

Skilled at writing reports which adequately communicate problems and solutions.

Proficient language skills suitable for oral explanations and external publishing.

Skilled at explaining detailed information and work with others in an advisory capacity.

WORKING CONDITIONS:

Office environment engaged in primarily sedentary work.

Sitting for extended periods of time.

Subject to frequent interruptions from administrators, staff, and vendors.

Extensive use of computers and peripheral office equipment.

Extensive communication via phone, in-person, and email.

Occasional contact with distraught employees and/or the public.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.