





- School (K-12) building programs and specialized construction or other SCCOE programs documents
- Public contracts codes, prevailing wage requirements and bidding laws
- Appropriate laws, codes, standards, and fiscal reporting requirements applicable related to public school construction
- Desktop computer operations, software, and hardware used in the performance of accounting, budget analysis, and fiscal reporting responsibilities
- Modern Office methods, practices, procedures, and equipment
- Proper English usage including, grammar, punctuation, spelling, and sentence structure.

Ability to:

- Perform highly responsible and complex accounting, budget, finance and auditing

WORKING CONDITIONS: Generally, duties are primarily performed in an office environment while sitting at a desk and at various school or program sites; however, incumbents may be required to visit construction sites for planning activities. Incumbents are subject to contact with or constant interruptions by staff, parents, or external agencies, demanding compliance issues or established timelines.

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