

## **SPECIAL PROJECTS SPECIALIST**

### **CLASS SUMMARY**

Under direction, develops and monitors complex special projects budgets; acts as liaison between administrators, project directors, coordinators and district operations to ensure budget expenditure and reporting compliance with state and federal requirements and guidelines; reconciles budget issues as they arise; prepares a variety of budget and personnel transactions requests; responsible for the final production and assembly of grant proposals; conducts research; prepares special reports and correspondence; and maintains auditable records.

### **REPRESENTATIVE DUTIES**

Develop multi-source, multi-year line item expenditure budgets for specially-funded projects, proposals, and departments, gathering necessary data and applying regulations and guidelines from federal and state funded grants; monitors general ledger expenditure reports to assure proper and timely expenditure of funds and submittal of accurate program and fiscal reports; creates and monitors budget and payroll monitoring spreadsheets, as appropriate; assists project administrators and directors on matters concerning special project budgets; works with internal departments and external agencies to resolve budget and expenditure discrepancies; contributes to development of financial reports and end-of-year claims reporting; may monitor district match contributions to specially-funded projects; interprets related regulations and guidelines of accounting principles, California Education Code, California Community Colleges Budget and Accounting Manual, federal requirements, and internal accounting systems and seeks guidance and approvals from external agencies, as needed; assists in assuring compliance with governmental agencies in special projects budget transactions; assists in annual audit, when necessary; prepares material for district Board of Trustees meeting dockets; disseminates information as needed to faculty and staff; assists with the preparation of contracts and detailed funding proposals and interprets complex proposal format requirements; prepares special performance and research reports, as needed; maintains and manages records to audit standards.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager and works closely with many administrators, faculty and staff.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training, education and experience equivalent to the completion of two years of college with one year of college-level course work in accounting and one year of paid,  
SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

**SPECIAL PROJECTS SPECIALIST CONT'D**

employment experience in program, proposal or contract development and reporting.

**Knowledge and Abilities**

Knowledge of: Word processing, database, spreadsheet and presentation graphics software; principles and techniques of budgeting; accounting principles and methods; English grammar and report writing; use of the Internet for research.

Ability to: make complex arithmetic calculations; write clear, concise and logical narratives; read, interpret, comprehend and implement governmental and accounting rules, regulations, guidelines, and legislation; interact effectively with others; communicate complex ideas clearly; work independently and collaboratively; work under pressure to meet deadlines; and employ effective organizational skills.