Construction Program Analyst

Job Code 50011474

General Description
Perform complex professional account work involving major construction projects, construction contact administration and the resolution of a wide variety of complex accounting problems. Develop complex, non-standard financial reports requiring interpretation of difficult analysis.

Examples of Duties
Monitor and analyze construction related contracts for compliance.
Provide technical assistance and train staff on campus construction contract administration and policies and procedures utilizing TBPC Certified Contract Manager training.
Monitor, reconcile and prepare complex financial reports for the OFPDC campus construction project accounts indicating line item expenditures as approved by the Board of Regents for each project.
Analyze campus construction budgets and request budget increases.
Analyze budget and expenditures for correctness and resolve discrepancies.
Develop and maintain the campus Capital Improvements Program for submission to TSUS.
Develop and maintain campus master plan construction projects schedule in MS Project.
Develop policy and procedure manuals and provide guidance to staff on integration of new methods and procedures.

Knowledge, Skills, and Abilities
Knowledge of: Accounting and budgeting; state and federal regulations and laws related to higher education; related outside agencies and other resources; construction terminology; personal computers and related software.

Skill in: Writing clear and concise reports, memos, procedures and letters; working with a team; problem solving and decision making.

Ability to: Interpret and understand complex legal document, policy and procedures; compare and analyze ledger and spreadsheets; explanation of information; manage multiple tasks; prioritize workload and work under time pressure and deadlines.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Requires certification as a Certified Texas Procurement Manager (CTPM), Certified Texas Contract Manager (CTCM), or equivalent.