

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Position Description 8greWw\*nBTR7nagTIO8 CID EMC QQ48reW\*nB

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<b>TITLE:</b>	Controller-Bookkeeper, Adult Education	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-

Maintain accurate sales tax records for state sales tax and 1099 reporting of non-employees; prepare monthly, quarterly, and closing balance end-of-year reports; prepare program, grant, and student body budgets and budget reports; prepare and maintain student body chart of accounts. **E**

Work closely with central office services to assure accuracy and completeness of assigned duties. **E**

Prepare accounts for year-end closing and financial statements; work closely and cooperatively with district office staff and outside auditors in gathering and interpreting data for their review; prepare and submit income and expense report, profit and loss report, and equipment and store inventory to district office according to established procedures and timelines. **E**

May process personnel requisitions, review site staffing information to determine staffing needs, provide statistical information on new or existing personnel; compute taxes, fringe benefits, salary, and other required information. **E**

Review expenditure history reports for financial compliance; monitor funds for compliance to relevant regulations; interpret and enforce school and district policy regulations regarding all school funding sources. **E**

Operate a computer to input, output, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; develop spreadsheets for use in the preparation of various financial reports and projections. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Compose memos, letters, or other materials, working independently; operate a wide variety of standard office equipment; drive a vehicle to conduct work; lift light objects. **E**

Train and provide work direction to other clerical personnel as assigned. **E**

Work with

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree, and four years experience in budget development, financial, or accounting in a medium to large organization, preferably a California School District or County Office of Education.

**LICENSES AND OTHER REQUIREMENTS:**

, and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding ..... 55 Correct WPM
- Word..... 80% Overall Score
- Excel..... 80% Overall Score
- General Accounting/Bookkeeping .... 80% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- District budgetary and related policies and procedures.
- General accounting principles and practices.
- Principles and practices of governmental budgeting.
- Operation of a computer, related software, and standard office equipment.
- Basic research methods.

Methods and practices of budget monitoring, control, and recordkeeping.  
Financial and statistical record-keeping techniques.  
Accounting and budget practices, procedures, and terminology used in a school district.  
Laws, rules, and regulations related to assigned activities.  
Preparation, review, and control of assigned accounts.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.  
Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
Maintain accurate financial and statistical records.  
Learn district organization, operations, policies, and procedures.  
Maintain current knowledge of program rules, regulations, requirements, and restrictions.  
Compile, verify, and maintain accurate financial and statistical data.  
Perform clerical accounting duties in the maintenance of assigned accounts.  
Operate a computer, related software, and standard office equipment.  
Perform computational tasks with speed and accuracy.  
Monitor, adjust, and reconcile assigned budgets.  
Prepare clear and concise financial reports.  
Lift light objects according to safety regulations.  
Work independently with little direction, and complete work with many interruptions.  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Understand and work within scope of authority.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationship with others.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**