

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Accountant	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Professional Unit)
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9584	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Accounting Services	<b>SALARY:</b>	Range 70 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	12-17-01
		<b>BOARD REVISION:</b>	07-30-09
		<b>HR APPROVAL:</b>	03-23-12

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**BASIC FUNCTION:**

Perform independent, specialized accounting duties requiring independent judgment and analysis related to district financial records and reports. Prepare various related reports as required internally, and by local, state, and/or federal sources, and local oversight committee(s). Analyze and provide information related to availability, accessibility, and appropriateness of funding sources, district procedures, contracting, and other fiscal areas. Serve as fiscal operations specialist in assigned areas; provide work direction to others.

**DISTINGUISHING CHARACTERISTICS:**

The Accountant is a single position in the Fiscal Services Department. The position is distinguished from other accounting positions by the complex nature of accounting assignments, and the need to exercise initiative, independent judgment, and analysis. Successful performance of the work requires knowledge of governmental accounting practices and procedures, complex compliance rules and regulations, fund accounting, and fiscal management.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Maintain various financial records; conduct high-level analysis and reconciliation of various funds; ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

Analyze complex compliance rules and regulations; assure compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies; research technically complex issues; provide technical assistance and information. **E**

Prepare and analyze profit and loss statements for various funds as required; prepare and analyze schedules for internal and external auditors. **E**

Generate and maintain spreadsheets for assigned programs, verify expenditures, and assure compliance with regulations. **E**

Analyze highly complex technical accounting procedures, and prepare reports including graphic displays. **E**

Analyze highly complex processes and procedures, and implement appropriate accounting systems. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer databases. **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**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with a major in accounting or related field, and six years of increasingly responsible experience in accounting, auditing, financial, or statistical record-keeping.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding .....	60 Correct WPM
Word.....	95% Overall Score
Excel.....	95% Overall Score
General Accounting.....	95% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Generally accepted accounting principles.

Governmental accounting practices and principles, and government auditing standards.

California school district fiscal procedures and reporting requirements.

Preparation of financial reports and schedules.

Local, state, and federal reporting and accounting guidelines, rules, and regulations.

Technical aspects of field of specialty.

Operation of a computer, related software, and standard office equipment.

Paperless electronic filing systems.

Research methods, and report writing and recordkeeping techniques.

Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.

Applicable sections of the California Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

#### **ABILITY TO:**

Perform the basic function of the position.

Analyze and interpret complex fiscal records and documents.

Reconcile accounts, records, reports, and journals.

Operate a computer, related software, and standard office equipment.

Research, analyze, compile, and verify data, and prepare accurate and complete financial reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.

Exercise analytical and independent judgment.

Analyze situations accurately, and adopt an effective course of action.

Work confidentially with discretion, 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.

Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work in a team environment.  
Compose correspondence and written materials independently.  
Lift light objects according to safety regulations.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, and bend at the waist to retrieve and store files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date