

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

---

<b>TITLE:</b>	Controller-Bookkeeper, Adult Education	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0535	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Adult Education	<b>SALARY:</b>	Range 49 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	12-14-87
		<b>BOARD REVISION:</b>	03-01-94
		<b>HR REVISION:</b>	08-10-12

---

**BASIC FUNCTION:**

Perform advanced financial budget, accounting, and bookkeeping duties, and provide information related to Pell Grant financial aid, the availability and appropriateness of funding sources, district procedures for purchasing materials, and contractors for the services; assure compliance with California Education Code and other applicable laws.

**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.)**

Monitor and maintain the school site, program accounts, grant accounts, and financial and statistical records to assure proper expenditures; notify assigned supervisor of discrepancies. **E**

Communicate on a regular basis with the Department of Education in Washington, D.C., regarding the transfer of Pell Grant financial aid funds; confirm receipt of funds; supervise the preparation and distribution of Pell Grant financial aid checks to students every six weeks; distribute funds to revenue, abatement, or bookstore accounts; record and reconcile financial aid distribution. **E**

Maintain, record, and reconcile expense and income for the cash/ATM machine located at the site; maintain/fill the cash/ATM machine with money weekly; distribute credit and debit card monies to revenue, abatement, or bookstore accounts. **E**

Monitor grant budgets and financial reporting requirements; verify that proposed expenditures meet guidelines of grants or contracts; maintain grant files and records; assure other site financial compliance responsibilities. **E**

Prepare and provide financial data for various school site projects; process site paperwork and account for donations, fees, fundraisers, etc. **E**

Coordinate financial activities related to cash including receipts, deposits, and reconciliation of statements of various checking and savings accounts; approve disbursements; sign and write checks; audit checks returned by the bank, and attempt to collect on bad checks. **E**

Check bookstore daily transactions; supervise inventory purchase orders; prepare weekly bank deposits. **E**

Maintain records of budgetary balances in all accounts, resolve discrepancies in monthly budget statements, and transfer money as appropriate; set up blanket orders, and prepare requisitions and purchase orders; order, receive, and process payment for merchandise; project budget for following year. **E**

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:**

Hold a valid California driver's license, 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:**

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

**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; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.