

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Controller-Bookkeeper, High School | CLASSIFICATION: | Classified Non-Management (SEIU/Office-Technical) |
| SERIES: | None | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 9684 | WORK YEAR: | 11 to 12 Months |
| DEPARTMENT: | High School | SALARY: | Range 48 Salary Schedule C |
| REPORTS TO: | Assigned Supervisor | BOARD APPROVAL: | 09-15-05 |
| | | HR REVISION: | 09-07-11 |

BASIC FUNCTION:

Perform diverse, specialized financial accounting and budget duties; prepare, monitor, maintain, and reconcile the budget for school funding sources, including student activities, athletics, and all other fund raising sources; 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 and student body budgets, program accounts, and financial and statistical records to assure proper expenditures; provide information related to the availability and appropriateness of funding sources, district procedures for purchasing materials, and contractors for the services. **E**

Act as a financial advisor to the student body; receive and reconcile cash, checks, and bank statements for student body transactions and accounts; prepare receipts and bank deposits; recommend revision of procedures and forms. **E**

Adopt and maintain procedures for the collection and documentation of all cash receipts from athletic events, school plays, and other high school fundraising activities in accordance with state law, the district Student Body Manual, and sound business practices. **E**

Monitor grant budgets and financial reporting requirements; verify that proposed expenditures meet guidelines of grants or contracts; 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, scholarships, fundraisers, field trips, 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**

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; maintain a valid seller's permit; 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**

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**

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.

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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, 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. Must be willing to work at games and/or other extracurricular activities to collect ticket admissions. Overall scores in computer software QWIZ testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score
- General Accounting/Bookkeeping80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and practices of budgetary and financial recordkeeping.
- General accounting principles and practices.
- District budgetary and related policies and procedures.
- Operation of a computer, related software, and standard office equipment.
- Basic research methods.
- Methods of budget monitoring and control.
- Financial and statistical recordkeeping techniques.
- Accounting and budget practices, procedures, and terminology used in a school district.
- Preparation, review, and control of assigned accounts.
- Laws, rules, and regulations related to assigned activities.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Compile, verify, and maintain accurate financial and statistical records.
- Monitor, adjust, and reconcile assigned budgets.
- Prepare clear and concise financial reports.
- Learn district organization, operations, policies, and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Understand and work within scope of authority.
- Perform clerical accounting duties in the maintenance of assigned accounts.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate a computer, related software, and standard office equipment.
- Perform computational tasks with speed and accuracy.
- 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.
- Communicate effectively both orally and in writing.
- Lift light objects according to safety regulations.
- 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:

Hear and speak to exchange information and make presentations; see to read, prepare, proofread documents, and monitor office activities; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lift light objects.

APPROVALS:

Carol Mignone Stephen, Interim Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date