

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Accounting Services	CLASSIFICATION:	Non-Management, Classified
SERIES:	Director III	FLSA:	Exempt
POSITION CODE:	9782	WORK YEAR:	12 Months
DEPARTMENT:	Accounting Services	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Chief Business Officer	BOARD APPROVAL:	08-21-00
		CABINET REVISION:	09-08-2020

BASIC FUNCTION:

Plan, direct, and supervise all accounting activities of the school district, including general accounting, construction accounting, accounts payable, fixed asset accounting, employee compensation and benefits, and other tasks as required.

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.)

Plan, direct, and supervise the day-to-day work of accounting and clerical personnel to facilitate and promote accurate and efficient accounting procedures and records. **E**

Provide leadership and direction for the development and implementation of controls, policies and procedures for accounting, payroll, and other fiscal operations as needed. **E**

Oversee the accurate preparation, administration and reporting of payroll, employee benefits audits, IRS reports, and other applicable financial reports. **E**

Ensure the District complies with all state and federal payroll-related laws, rules, and reporting requirements. **E**

Develop records and controls for the disbursement of funds to insure that claims are correct, legal, and charged to the proper account. **E**

Plan, directs year-end closing activities including unaudited actuals; coordinates routine and non-routine audits, including coordinating preparation of work papers. **E**

Cooperate with District's external auditors, and help facilitate access to District records. **E**

Responsible for cash management and investing; prepares quarterly investment reports as required. **E**

Review basic accounting journals and other accounting operations for accuracy and completeness, and advise, instruct, and train employees in the performance of their duties. **E**

Prepare financial statements and billings for special programs that are partially or totally funded by other agencies. **E**

Coordinate disclosure, continuing disclosure, and arbitrage requirements associated with the issuance of general obligation bonds and other long-term debt. **E**

Ensure the accuracy of financial reports necessary for the administration of school facility projects as required by the Office of Public School Construction. **E**

Coordinates and prepares accounting for all building funds including: Capital Facilities Fund, Building Funds, and Deferred Maintenance Fund. **E**

Coordinate the preparation and review of financial information, projections and impact for collective bargaining, including requirements of AB 1200. **E**

Direct and supervise Associated Student Body financial activities at secondary schools and establishment of procedures and policies. **E**

Manage general accounting ensuring that proper procedures including report preparation, bank reconciliation, and verification of journal entries are in place. **E**

Improve existing procedures, forms, and statements, and assist in the identification and implementation of new accounting systems. **E**

Update procedural manual on a continuing basis. **E**

Responsible for all matters pertaining to the accountability of all funds apportioned to the District. **E**

Advise the Chief Business Officer on all matters pertaining to Accounting Services through the use of routine and special reports, supplementary analysis and reviews. **E**

Prepare, validate and present financial information to the Board of Education under the coordination and at the request of the Chief Business Officer. **E**

Manage accounts payable to ensure proper claims and payment procedures. **E**

Lead and 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 a positive climate of interaction and communication between school staffs, families, and the community, as to related to Accounting Services. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, business, or related field; and five (5) years of increasingly responsible supervisory work in accounting, business, or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and provide personal automobile.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of modern accounting and business administration.
- Evaluation approaches, strategies, and techniques.
- Computer technology and its application in office automation.

- District organization, operations, policies, and objectives.
- Record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Technical aspects of field of specialty.

ABILITY TO:

- Interpret and apply laws, rules, and standards.
- Supervise and evaluate the performance of assigned staff.
- Analyze and resolve critical issues with significant organizational impact.
- Work tactfully and effectively with administrators, employees, and the public.
- Communicate clearly and effectively both orally and in writing.
- Utilize skills in computers using spreadsheets, databases, word processing, and mainframe access.
- Provide technical information and assistance to others concerning accounting transactions.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and prepare reports.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, view a computer monitor, monitor programs, and assure compliance; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

(Former Classification: Director II, Accounting Services)

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge A. Aguilar, Superintendent

Date