

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Director, Accounting Services	CLASSIFICATION: Management, Classified
SERIES: Director II	FLSA: Exempt
POSITION CODE:	WORK YEAR: 12 Months
DEPARTMENT: Administrative Services	SALARY: A-17 Management Salary Schedule
REPORTS TO: Chief Business Officer	BOARD APPROVAL: 08-21-00 BOARD REVISION:

BASIC FUNCTION:

Plan, direct, and supervise all accounting activities of the school district, including general accounting, construction accounting, Medi-Cal billing, accounts payable, fixed asset accounting, and other tasks as required.

REPRESENTATIVE DUTIES:

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.

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

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

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

Perform research as necessary, and supervise the Medi-Cal reimbursement unit to ensure that the district maximizes its reimbursement collections.

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

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

Cooperate with district's external auditors, and help facilitate access to district records.

Update procedural manual on a continuing basis.

Invest available funds in interest-earning securities or bank accounts, and ensure that the district maximizes its investment options.

Responsible for all matters pertaining to the accountability of all funds apportioned to the district.

REPRESENTATIVE DUTIES: (continued)

Manage accounts payable to ensure proper claims and payment procedures.

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, business, or related field; and four 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:

Sitting or standing for extended periods of time; lifting light objects; hearing and speaking to exchange information; seeing to monitor a variety of activities and read various documents.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

(Former: Director, Accounting Services)

APPROVALS:

Personnel Services Department

Date

Superintendent

Date