

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Fund Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Fiscal Services Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	9634	WORK YEAR:	12 Months
DEPARTMENT:	Budget Services	SALARY:	Range 52 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	10-06-97
		HR REVISION:	05-27-10

BASIC FUNCTION:

Perform expert financial duties related to the preparation, monitoring, and reconciliation of the budget for one or more of the district's major fund sources, and average daily attendance, budgetary, and accounting functions including financial and statistical research and analysis requiring independent judgment.

DISTINGUISHING CHARACTERISTICS:

The Fund Specialist is the highest and most knowledgeable level in the Fiscal Services Technician Series for accounting and budget support.

The Fund Specialist's knowledge and capabilities cross both budgetary and accounting disciplines. Individuals in this series are routinely responsible for all the activities required to manage the district's most critical funds by providing technical, accurate, detail-oriented, and analytical budgetary data.

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.)

Provide technical assistance to program managers, principals, and site personnel; assist in the budget development process to include one-stop staffing; provide district-wide training on attendance and budgetary monitoring and district financial program. **E**

Perform complex, detailed, and accurate computer functions using the district's personnel, finance, or student attendance systems; operate and understand system functions related to assigned duties. **E**

Assist in ensuring compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations; respond to inquiries, and provide detailed attendance accounting and budgeting data, procedures, and policies. **E**

Generate and maintain spreadsheets, grant awards, contracts, and other statistical records. **E**

Analyze complex accounting processes and procedures; determine if documents require approval; review documents and reports for accuracy and completeness, and process approvals. **E**

Research, set up, monitor, maintain, and compile attendance and financial reports for federal, state, and local reports; review for compliance; respond to inquiries, and provide detailed accounting, budget data, and procedures. **E**

Coordinate and review activities related to revenues and expenditures; review expenditure history reports for financial compliance; collect, research, and analyze financial data, and complete various district financial reports; assist in year-end closing of district accounting records; analyze, calculate, and set up carryover funds for the following fiscal year. **E**

Assist in developing procedures for financial and attendance software. **E**

Monitor funds to ensure compliance to all relevant regulations; design complex analyses of funds, and rectify discrepancies, respond to questions, and provide detailed instructions; identify budgetary and accounting problems, and submit alternatives to resolve them. **E**

Maintain position control, and estimate employee salary and benefit cost; approve, review, and code requisitions, time sheets, and various district forms. **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 and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment; learn and utilize computer database programs and other programs to produce reports and analyze data. **E**

Perform in a team or project leader capacity on special project assigned by the Budget Director or supervisor. **E**

Perform difficult and complex technical duties related to the financial and attendance systems. **E**

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

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years of experience in budget development, financial or accounting in a medium to large organization, preferably a California School District or County Office of Education. Within the four year requirement, at least two years experience must be in a position comparable to the former classification of Fiscal Services Technician II

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license. Overall scores in computer software testing program preferred as follows:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Financial statement preparation and analysis.

Financial and statistical research and analysis.

General accounting and budget principles and procedures, including student attendance, California school district budgeting, and accounting.

Problem solving skills.

Current business office practices and procedures.
 Detailed familiarity with computer-based applications for student attendance software, word processing, and spreadsheet analysis.
 Report writing methods and techniques.
 Operation of a computer, related software, 10-key, and standard office equipment.
 Oral and written communication skills.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Interpersonal skills using tact, patience, and courtesy.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Independently review state and federal laws and regulations, and determine their application to the funds of the district.
 Perform responsible analysis without supervision, including auditing and attendance.
 Multi-task and work under pressure to meet priorities and deadlines subject to frequent change.
 Maintain records, and prepare reports.
 Work independently on complex assignments, and work confidentially with discretion.
 Perform difficult computational tasks with speed and accuracy.
 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.
 Operate a computer, related software, and standard office equipment.
 Understand and carry out difficult oral and written instructions.
 Lift light objects according to safety regulations.
 Establish and maintain cooperative and effective working relationships with program managers, site personnel, and others.
 Communicate effectively, both orally and in writing.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; fast paced work with deadlines; 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 and 10-key calculator; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read a variety of materials and reports related to assigned activities and view a computer monitor; lift light objects; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

 Robert R. Garcia, Chief Human Resources Officer

 Date

 Jonathan P. Raymond, Superintendent

 Date