

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

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<b>TITLE:</b>	Manager, Accounting Services	<b>CLASSIFICATION:</b>	Classified Non-Represented
<b>SERIES:</b>	Manager I	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9812	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Accounting Services	<b>SALARY:</b>	Range 9 Salary Schedule A
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b>	11/10/2021
		<b>CABINET APPROVAL:</b>	11/5/2021

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**BASIC FUNCTION:**

Under general supervision, the Manager, Accounting Services, manage, plan, organize, coordinate, and direct the various district accounting and financial activities requiring independent judgment and analysis; recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities; train, supervise, and evaluate the performance of assigned staff.

Perform independent, specialized accounting duties requiring independent judgment and analysis related to district financial records and reports. Prepare various related reports as required internally, and by local, state, and/or federal sources, and local oversight committee(s). Analyze and provide information related to availability, accessibility, and appropriateness of funding sources, district procedures, contracting, and other fiscal areas. Serve as fiscal operations specialist in assigned areas; provide work direction to others.

**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.)**

Manage, plan, organize, coordinate, and direct the various District accounting and financial activities requiring independent judgment and analysis; recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities. **E**

Manage, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to District policies and procedures. **E**

Monitor and adjust workflow and assignments to meet established timelines; manage general accounting and accounts payable functions. **E**

Maintain District ledger accounts including cash, investments, accounts receivable, and accounts payable; work with auditors on audit of year-end balances on the ledger; manage District-wide billable receivable accounts and accounting for elementary and middle school student activities. **E**

Co-maintain District-wide payroll liabilities accounts, such as state and federal taxes, unemployment insurance, garnishments, health carriers, and tax-sheltered annuities. **E**

Assure that financial income and expenditure transactions and records are in compliance with federal, state, and county rules, regulations, and requirements and that District policies and procedures are met; assure compliance with audit requirements. **E**

Communicate with various District and county departments, vendors, and personnel to answer questions, obtain information, arrange payment, or resolve discrepancies and issues. **E**

Provide the County Treasurer's Office and the County Office of Education cash flow information on accounts payable check runs. **E**

Prepare complex financial and statistical reports and summaries related to accounting operations and activities; review financial reports, receipts, disbursement records, and any other appropriate financial records to assure accuracy and completeness; make corrections and adjustments as necessary. **E**

Conduct high-level analysis and reconciliation of various funds; ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

Provide technical expertise and training regarding interpretation of laws, rules, and regulations governing the receipt and disbursement of funds. **E**

Perform internal audits; check and review a variety of records, accounts, and reports for accuracy, conformance, and timeliness; assist with calculations; inspect for proper encumbrances, disencumbrances, allocation of categorical funds, and processing and payment of invoices and other accounts payable. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer databases. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with a major in accounting or related field, and six years of increasingly responsible experience in accounting, auditing, financial, or statistical record-keeping.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Accounting and auditing principles, practices, and procedures
- Principles and practices of effective supervision.
- Governmental accounting practices and principles, and government auditing standards.
- California school district fiscal procedures and reporting requirements.

- Preparation of financial reports and schedules.
- Local, state, and federal reporting and accounting guidelines, rules, and regulations.
- Technical aspects of field of specialty.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Applicable sections of the California Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Manage, plan, organize, coordinate, and direct the various District accounting and financial activities requiring independent judgment and analysis.
- Recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities.
- Manage, train, and evaluate the performance of assigned staff.
- Assure compliance with applicable District policies, procedures, and governmental regulations.
- Apply applicable sections of State Education Code and other applicable laws.
- Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
- Communicate effectively, and maintain cooperative relationships.
- Prioritize, schedule, and assign work.
- Perform difficult and complex accounting work in the preparation, verification, maintenance, and processing of District accounting records.
- Reconcile accounts, records, reports, and journals.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Operate a computer, related software, and standard office equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

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

**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, and bend at the waist to retrieve and store files from cabinets and shelves; hear and speak to exchange information and make presentations; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.