

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Construction Bond Accounting	CLASSIFICATION:	Non-Represented Management / Classified
SERIES:	Manager III	FLSA:	Exempt
JOB CLASS CODE:	9933	WORK YEAR:	12 Months
DEPARTMENT:	Accounting Services	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	Assigned Supervisor	CABINET	
		APPROVAL:	6-9-2025
		HR APPROVAL:	6-10-2025
		BOARD APPROVAL:	6-26-2025

BASIC FUNCTION:

Lead and oversee advanced accounting and budgeting functions with a strategic focus on bond accounting, fixed assets, debt management, and year-end financial operations. Exercise expert-level judgment and analysis to ensure the integrity and accuracy of financial records across facilities, construction projects, and capital investments, ensuring all accounting entries, transfers, and reconciliations adhere to GASB (Governmental Accounting Standards Board) standards, as well as regulatory requirements and district goals. Serve as a key fiscal operations manager, providing leadership and strategic direction in assigned areas. Supervise accounting staff, offering guidance and ensuring alignment with financial goals and compliance requirements.

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.)

Oversee and manage complex, advanced-level accounting and budgeting construction bond and facility financial operations, utilizing independent judgment and analytical expertise to maintain and ensure the accuracy of district financial records and reports. Lead the preparation of comprehensive financial reports for internal use, as well as for submission to local, state, federal agencies, and oversight committees. **E**

Coordinate and perform complex, advanced-level accounting and budget duties requiring independent judgment and analysis; maintain various financial records, ensure all related facility and construction accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

Assure compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies; manage financial operations in assigned areas; provide supervision and work direction to others. **E**

Manage the analysis of complex accounting procedures, including fixed assets management, bond issuances, and debt servicing. Oversee the creation and maintenance of comprehensive financial reports and visual data presentations, ensuring clear communication of financial insights to senior leadership. **E**

Manage all aspects of the auditing process related to bond construction and facilities, ensuring compliance with regulatory standards and providing oversight during internal and external audits. Address audit findings and implement corrective actions as needed to maintain financial accountability. **E**

Manage the implementation of efficient and scalable accounting systems/ERP to enhance operational effectiveness and streamline financial processes, while ensuring full adherence to GASB standards. **E**

Lead construction budget oversight and ensure compliance across departments, proactively addressing discrepancies and offering strategic direction to maintain financial integrity. **E**

Utilize advanced data analytics to support high-level bond accounting projects. **E**

Provide expert financial analysis for budget development, including comprehensive salary projections, bond and debt repayment schedules. **E**

Serve as the key advisor to district leadership on salary-related inquiries and manage the year-end closing processes, ensuring the accurate reconciliation of district accounts, fixed assets, and capital projects, all in compliance with GASB reporting requirements. **E**

Oversee and guide budgeting strategies for schools and departments, ensuring alignment between revenues and expenditures. Lead initiatives to streamline budget procedures and oversee high-priority special projects, including those funded through bond programs. **E**

Manage advanced databases to track, analyze, and report on fixed assets, bond debts, and other critical financial data. **E**

Lead research initiatives and coordinate information gathering to support informed decision-making at the executive level, ensuring alignment with long-term strategic goals and adherence to GASB principles. **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:

Associate's or bachelor's degree with a major in accounting or related field, and four years increasingly responsible experience in accounting, construction accounting, auditing, financial, or business finance. Bachelor's degree preferred.

LICENSES AND OTHER REQUIREMENTS: Overall scores in computer software testing program preferred as follows:

Keyboarding	60 Correct WPM
Word.....	95% Overall Score
Excel / Access	95% Overall Score
General Accounting	95% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organizing and managing of the facilities accounting records.
- Financial and statistical record-keeping and report preparation techniques.
- District accounting policies and procedures.
- Generally accepted accounting principles and practices, including governmental accounting procedures and school district budget and reporting procedures.
- Construction bidding, payments and change orders.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of supervision and training.
- Oral and written communication skills.

- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.

ABILITY TO:

- Perform the basic function of the position.
- Analyze and interpret complex fiscal records and documents.
Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information, related to labor relations and negotiations.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare accurate and complete financial reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- 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.
- 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.
- Move light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and site environment; travel to outside agencies, various district sites, and locations to conduct district business as needed; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Stationary for extended periods of time; operate a computer keyboard; retrieve files from cabinets and shelves; communicate to exchange information; determine accuracy of financial and fiscal records and reports; move light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS:

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