

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Bookkeeper	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0570	WORK YEAR:	11 Months
DEPARTMENT:	Assigned High School	SALARY:	Range 37 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-58
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine, financial bookkeeping and accounting work in the maintenance of high school financial and statistical records, funds, and other program accounts; communicate to school administrators and staff proper financial policies and procedures.

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.)

Responsible for financial activities related to various checking and savings accounts, including deposits and reconciliation of statements; approve disbursements; sign and write checks; audit checks returned by the bank, and attempt to collect on bad checks; may collect and issue receipts for monies for student body funds. **E**

Advise and educate staff and parent committees regarding the regulations and constraints associated with various categorical and grant funds; screen requests for expenditure of categorical funds for compliance with regulations. **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. **E**

Assist in the preparation of department and/or school budgets; enter budget transfers, track expenditures, and budget reports; prepare monthly financial statements for individual projects. **E**

Account for all book charges, field trip fees, athletic equipment fees, and petty cash; assess and collect fees as assigned, and maintain records for transmittal to district office. **E**

Initiate purchase orders, determine appropriate authorizations, reconcile receipt of merchandise ordered, and initiate payments; process and track requisitions, verify receipt of equipment and supplies, and sort and distribute all incoming supplies or deliveries on a daily basis to include teacher requests; operate a vehicle to conduct work; lift light objects. **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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and two years of experience in financial record keeping work.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver’s license, and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding45 Correct WPM
- Word.....55% Overall Score
- Excel / Access55% Overall Score
- Bookkeeping55% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting, bookkeeping, budgeting principles, practices, and procedures.
- Basic financial analysis.
- Financial and statistical record-keeping techniques.
- District policies and procedures related to assigned function.
- Operation of a computer, related software, and standard office equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Prepare, develop, monitor, and maintain financial records, statements, and reports.
- Perform computational tasks with speed and accuracy.
- Operate a computer, related software, and standard office equipment.
- Work independently with little direction, and meet schedules and time lines.
- Plan and organize work; complete work with many interruptions.
- Lift light objects according to safety regulations.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School office environment; constant interruptions; excessive intermittent noise; 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; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date