

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

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|------------------------|-----------------------------------------|------------------------|---------------------------------------------------|
| <b>TITLE:</b>          | State and Federal Accounting Technician | <b>CLASSIFICATION:</b> | Classified Non-Management (SEIU/Office-Technical) |
| <b>SERIES:</b>         | None                                    | <b>FLSA:</b>           | Non-Exempt                                        |
| <b>JOB CLASS CODE:</b> | 9688                                    | <b>WORK YEAR:</b>      | 12 Months                                         |
| <b>DEPARTMENT:</b>     | State and Federal Programs              | <b>SALARY:</b>         | Range 44<br>Salary Schedule C                     |
| <b>REPORTS TO:</b>     | Assigned Supervisor                     | <b>HR APPROVAL:</b>    | 09-01-10                                          |
|                        |                                         | <b>HR REVISION:</b>    | 04-27-12                                          |

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**BASIC FUNCTION:**

Perform diverse, financial duties related to fiscal and operating reports, documents, and records for state and federal programs; prepare accurate financial reports and files, and assure fiscal compliance with state and federal funding.

**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.)**

Assist with development of accounting data and reports that reflect accounting formation for revenue and expenditure of funds for state and federal programs; assist with the development of the departmental budget. **E**

Examine purchase requisitions for equipment, supplies, or expenses for proper coding, and enter amounts into proper accounts; index and file bills, vouchers, and other documents related to state and federal programs; prepare blanket orders and service agreements. **E**

Prepare payroll reports, and maintain payroll data necessary to preparation of monthly and per diem payrolls; balance and resolve discrepancies in payrolls; check positions for proper coding. **E**

Compile ongoing budget reports related to state and federal programs; audit all monthly budget reports. **E**

Coordinate and assist in the preparation of the Consolidated Application for state and federal funding; prepare reports and other applications related to state and federal programs. **E**

Communicate and respond to schools, departments, California State Department, and the public regarding state and federal programs. **E**

Assist with in-service training of personnel related to assigned department budgets and school plans; coordinate with other clerical personnel regarding work-related projects. **E**

Complete projections on all budgets and balance each category including grants, state and federal programs, state matching funds, and deferred maintenance; set up and maintain spreadsheet reports to complete necessary state reports for contracts; meet compliance timelines. **E**

Independently compose memos, letters, flyers, or other materials; maintain various statistical records and reports related to assigned budgets and activities; maintain grant files and records; conduct research, and perform special projects; may operate a vehicle to conduct work; lift light objects. **E**

Perform detailed and accurate computer functions using the finance system; operate and understand system functions related to assigned duties, as well as other software applications. **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. **E**

Perform related duties as assigned.

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

Any combination equivalent to: graduation from high school, and three years of experience in complex clerical financial or accounting work, preferably including financial, statistical or accounting experience in a school district.

### **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:

|                         |                   |
|-------------------------|-------------------|
| Keyboarding .....       | 50 Correct WPM    |
| Word.....               | 75% Overall Score |
| Excel / Access .....    | 75% Overall Score |
| General Accounting..... | 75% Overall Score |

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods and practices of financial record keeping.  
 Financial statement and general accounting control procedures.  
 District policies and procedures related to assigned function.  
 Applicable sections of State Education Code and other state and federal laws.  
 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.  
 Analyze and interpret fiscal records and documents.  
 Perform computational tasks with speed and accuracy.  
 Understand and carry out difficult oral and written instructions.  
 Learn laws, regulations, and policies governing attendance accounting.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
 Maintain records, and prepare reports.  
 Meet schedules and timelines.  
 Complete work with many interruptions.  
 Operate a computer, related software, and standard office equipment.  
 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.

Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately, and adopt or recommend effective courses of action.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions; may 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; 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.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.