

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Accounting Revenue	CLASSIFICATION:	Classified Non-Represented Supervisors
SERIES:	Supervisor V	FLSA:	Exempt
JOB CLASS CODE:	9930	WORK YEAR:	12 Months
DEPARTMENT:	Accounting Services	SALARY:	Range 25 Salary Schedule G2
REPORTS TO:	Assigned Supervisor	CABINET	
		APPROVAL:	6-17-2025
		HR APPROVAL:	6-17-2025
		BOARD APPROVAL:	6-26-2025

BASIC FUNCTION:

The Accounting Revenue Supervisor oversees all revenue-related accounting functions, including grants, donations, incoming deposits from the California Department of Education (CDE), and other financial institutions. This role is responsible for ensuring accurate cash management and financial reporting for schools, departments, and programs while maintaining compliance with California State Education Code, district policies, and government regulations. The Accounting Revenue Supervisor prepares financial statements, ensures proper handling and disposition of funds, and maintains accurate financial records. Additionally, this position provides technical support and guidance to district personnel, departments, and sites on revenue-related accounting procedures. Independent decision-making, attention to detail, and a commitment to maintaining financial integrity are essential to support the district's operational efficiency and fiscal accountability.

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.)

Supervise, 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**

Supervise, 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; supervise revenue accounting. **E**

Maintain district ledger accounts including cash, investments, accounts receivable, work with auditors on audit of year-end balances on the ledger; supervise 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**

Provide the Internal Revenue Service with year-end tax information on non-employee compensation 1099 Misc from school sites. **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**

Provide cash flow reports on financial reporting. **E**

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

Provide technical expertise and training regarding interpretation of laws, rules, and regulations governing the receipt and disbursement of funds related to Associated Student body for Elementary and Middle School Sites. **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 revenue processing and accounts receivable invoices and other related cash deposits. **E**

Closely monitors departmental and district-wide accounting and financial reporting practices to ensure compliance with standards, appropriate internal controls, as well as Generally Accepted Accounting Practices (GAAP), Governmental Accounting Standard Board (GASB), federal and state rules, regulations, policies and procedures. **E**

Oversee the internal auditing, reconciliation, and reporting of all revenue deposit transactions, including grant funds, donations, and deposits from the California Department of Education (CDE) and other financial institutions, ensuring accuracy and compliance with regulations. **E**

Oversee the implementation of advanced accounting procedures for revenue accounts, ensuring alignment with district policies, California State Education Code, and government regulations. **E**

Oversee and coordinate cash handling and reconciliations for all district funds and district bank accounts, ensuring timely deposits, accurate reconciliations, and appropriate disposition of funds across schools, departments, and programs. **E**

Lead the preparation and review of financial reports, including balance sheets, income statements, cash flow reports, and year-end financial statements. **E**

Review and approve journal entries to ensure accuracy, completeness, and compliance with accounting standards and district policies. **E**

Develop, implement, and maintain internal controls for cash management and student body funds, promoting accountability, transparency, and adherence to regulations. **E**

Provide strategic guidance and training to district staff, school sites, and associated student body (ASB) bookkeepers, controllers, and office school site staff on accounting procedures, cash management, and compliance with ASB guidelines. **E**

Oversee the maintenance and accuracy of the district's chart of accounts, ensuring consistency and compliance with California School Accounting Manual (CSAM), and CDE SACS coding. **E**

Conduct and oversee regular audits of sites and departments to assess internal controls, identify gaps, and implement corrective actions to ensure compliance and fiscal integrity. **E**

Collaborate with internal and external auditors, providing necessary data, facilitating reviews, and representing the district in legal and financial matters as needed. **E**

Analyze and resolve complex discrepancies in revenue accounts through detailed reconciliation and the development of effective solutions. **E**

Ensure accurate documentation and record-keeping to support audits, financial transparency, and district reporting requirements. **E**

Provide back-up support to the Accounts Payable Supervisor, assisting with oversight of payment processes, vendor relations, and ensuring timely and accurate processing of accounts payable transactions. **E**

Foster and maintain effective relationships with district personnel, external agencies, and the community, delivering exceptional customer service and clear, confident communication. **E**

Promote a culture of collaboration and professional growth by sharing knowledge, cross-training staff, and supporting district and departmental strategic goals. **E**

Perform additional supervisory duties as assigned to ensure the efficiency and effectiveness of district revenue operations. **E**

Evaluate the district automated accounting system; troubleshoot and resolve data discrepancies, incorrect SACS coding, and equipment malfunctions. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **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 8 years increasingly responsible experience in accounting, auditing, financial, or school business-related field

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:

- Principles of financial or statistical record-keeping.
- Accounting and auditing principles, practices, and procedures.
- Governmental accounting practices, principles, and auditing standards.
- California school district fiscal procedures and reporting requirements.
- Knowledge of accounting practices compliant with the California School Accounting Manual.
- Principles and practices of effective supervision.
- Supervise the work of others.
- Modern office management and record-keeping procedures.
- Perform accounting duties with independent judgment and initiative to meet deadlines.
- Take responsibility and use good judgment within the scope of authority.
- Communicate clearly and concisely, both orally and in writing.
- Compose correspondence independently.
- Establish and maintain cooperative working relationships with personnel, business representatives, and others.
- Analyze situations accurately and adopt an effective course of action.
- 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.

ABILITY TO:

- Supervise, 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.
- Supervise, 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.

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 and store files from cabinets and shelves; communicate to exchange information and make presentations; assure 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.