

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Accounting Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9673	WORK YEAR:	12 Months
DEPARTMENT:	Accounting Services	SALARY:	Range 49 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	05-27-10
		REVISION:	

BASIC FUNCTION:

Perform advanced financial duties and provide primary support in accounting disciplines.

Under the direction of an assigned supervisor, coordinate and perform complex accounting functions related to financial statements for various funds involving receipt and proper disposition; provide accounting procedure technical support for district personnel; create reports and record maintenance for accurate accounting procedures meeting California State Education Code and district and government requirements. Persons holding the Accounting Specialist classification are distinguished by independent decision making and accuracy.

DISTINGUISHING CHARACTERISTICS:

The Accounting Specialist performs more advanced accounting work involved in auditing, reconciling, reporting and reviewing the work of others. The Accounting Specialist position is located in the Accounting Services Department, and performs a variety of technical accounting procedures on assigned accounts, and prepares balance sheets, income statements, and year-end statements, while operating with independence on fiscal transactions. The Accounting Specialist has a detailed knowledge of departmental procedures and processes, and the ability to communicate this knowledge to the public effectively with confidence and accuracy.

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 principal job elements.)

Perform the accounting and financial reporting of an entire district fund or funds; perform, analyze, and explain complex financial transactions; prepare and maintain data necessary to develop district cash flow reports; complete special project accounting and reporting; prepare financial analysis and reports; create complex spreadsheets to perform technical calculations to analyze various accounting data; analyze and prepare accounts for year-end closing and financial statements. **E**

Accept and account for monies collected by the district; prepare, maintain, and collect accounts receivable from sites, charter schools, and other customers; calculate and collect appropriate fees from outside groups; process bid specifications and chargebacks; establish and monitor petty cash funds; analyze and audit income and expenses for specified district accounts and process appropriate documents; reconcile and analyze assigned district accounts; reconcile and audit various district bank accounts; maintain and audit revolving fund and clearing accounts. **E**

Work closely and cooperatively with outside auditors in gathering and interpreting data for their review; research, process, and prepare small claims actions; appear in court as a district representative, as required; serve as a resource to district personnel to research, interpret, and communicate accounting policies and procedures as determined by the Board of Education, as questions arise. **E**

Pre-approve expenditures for student body accounts; provide technical training and support to associated student body (ASB) bookkeepers and site personnel; provide technical assistance and training to district staff and sites; assist with the development of accounting data and reports; review and verify signatures on district documents. **E**

Perform detailed and accurate computer functions using the district's 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; learn and utilize computer database programs and other programs to produce reports and analyze data; operate standard office equipment; lift light objects. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations, and others; communicate information to the public with confidence and accuracy; respond to phone calls, e-mails, letters, and other communications; compose memos, letters, or other materials. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years of experience in finance or accounting in a medium to large organization, preferably a California school district or County Office of Education. Within the four years of experience requirement, at least two years experience must be in a position comparable to the classification of either Fiscal Services Technician I or Accounting Technician.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding	55 Correct WPM
Word.....	80% Overall Score
Excel / Access	80% Overall Score
General Accounting or Bookkeeping	75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of financial record keeping.
 General accounting principles and procedures, preferably including fund accounting.
 Education Code, laws, district policies, procedures, rules, and regulations related to assigned activities.
 Statewide Standardized Account Code Structure (SACS).
 Operation of a computer, related software, and standard office equipment.
 Computer-based applications for word processing and spreadsheet analysis.
 Interpersonal skills using tact, patience, and courtesy.
 Report writing methods and techniques.
 Oral and written communication skills.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Analyze and interpret fiscal records and documents.
 Prepare accurate and complete financial records, summaries, and reports.

- Perform computational tasks with speed and accuracy.
- Work independently to meet schedules and timelines.
- Understand and carry out difficult oral and written instructions.
- Learn and analyze complex state and district laws, regulations, rules, and policies.
- Provide training to district staff.
- Establish and maintain effective working relationships with school officials, administrators, and employees.
- Complete work with many interruptions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Operate a computer, related software, and standard office equipment.
- Lift light objects according to safety regulations.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; bend at the waist, reach overhead, above the shoulders, and horizontally 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; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date