

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Accounting Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
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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.

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.