

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

**Classified Confidential**

<b>SERIES:</b>	None	<b>FLSA:</b>	
<b>DEPARTMENT:</b>	State and Federal Programs	<b>SALARY:</b>	Range 46 Salary Schedule F
<b>REPORTS TO:</b>	Director, State and Federal Programs	<b>HR APPROVAL:</b>	5/15/2024, 2/25/2022
		<b>CABINET APPROVAL:</b>	12/6/2021

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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.

Acts as liaison with state, federal, and local agencies related to program. **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; and conduct research and perform special projects. **E**

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

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.

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; and operate standard office equipment.

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. **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: associate’s degree, and four years of experience in complex clerical financial or accounting work, preferably including financial, statistical or accounting experience in a school district. Must possess organizational and operational skills required to ensure the success of a specific categorically-funded project.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score
PowerPoint.....	80% Overall Score

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF: osnC2F...

- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Prepare detailed and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Record or take notes at meetings, and transcribe minutes accurately.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare reports.
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