SACRAMENTO CITY UNIFIED SC>904FLSA:

Exempt

POSITION CODE:	**9782**	**WORK YEAR:**	**12 Months**
DEPARTMENT:	**Accounting Services**	**SALARY:**	**Range 19** **Salary Schedule A**
REPORTS TO:	**Chief Business Officer**	**BOARD APPROVAL:** **CABINET REVISION:**	08-21-00 09-08-2020

BASIC FUNCTION:

Plan, direct, and supervise all accounting activities of the school district, including general accounting, construction accounting, accounts payable, fixed asset accounting, employee compensation and benefits, and other tasks as required.

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.)

Plan, direct, and supervise the day-to-day work of accounting and clerical personnel to facilitate and promote accurate and efficient accounting procedures and records. **E**

Provide leadership and direction for the development and implementation of controls, policies and procedures for accounting, payroll, and other fiscal operations as needed. **E**

Oversee the accurate preparation, administration and reporting of payroll, employee benefits audits, IRS reports, and other applicable financial reports. **E**

Ensure the District complies with all state and federal payroll-related laws, rules, and reporting requirements. **E**

Develop records and controls for the disbursement of funds to insure that claims are correct, legal, and charged to the proper account. **E**

Plan, directs year-end closing activities including unaudited actuals; coordinates routine and non-routine audits, including coordinating preparation of work papers. **E**

Cooperate with District's external auditors, and help facilitate access to District records. **E**

Ensure the accuracy of financial reports necessary for the administration of school facility projects as required by the Office of Public School Construction. **E**