

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL SITE CONTROLLER I

BASIC FUNCTION:

Under the direction of the Middle School or Continuation School Principal or designee, perform technical work involving program budget record keeping and fiscal transactions. Assure compliance with applicable provisions of the California Education Code and applicable site, District and government policies and procedures; prepare and maintain accurate records and reports related to assigned accounts.

DISTINGUISHING CHARACTERISTICS:

The School Site Controller I classification may be located in a Middle School or Continuation School and performs a variety of technical program budget and record keeping work for assigned accounts while operating with independence on fiscal transactions. The School Site Controller II classification may be located in a comprehensive High School and performs more advanced accounting and budget work involved in auditing, reconciling, reporting and may be involved in reviewing the work of others.

ESSENTIAL FUNCTIONS:

Process checks, purchase orders and audit invoices. Post receipts and expenditures to proper accounts.

Receive, count, record and deposit monies to appropriate accounts.

Audit checks returned by bank. Maintain files, notify parent and advisor of returned check and/or student fines. Ensure necessary adjustments to appropriate accounts.

Perform technical calculations for the preparation of budgets to project program income and expenditures.

Work closely and cooperatively with Activities Director, Athletic Director and Student Store personnel, program managers, site administrators and district office staff to help prevent over expenditures and prepare budget revisions; reconcile anomalies and ensure accuracy of all reports.

Reconcile bank accounts to monthly bank statement through trial balance. Prepare and submit balanced bank statement to district.

Perform monthly statistical reports and comparisons of program expenditures in relation to the approved budget.

Maintain, troubleshoot, install/download software updates on a regular basis.

Develop and maintain documents used in the preparation of various financial reports and projections. Receive and evaluate various expenditure requests to determine availability of

budgeted funds, propriety/appropriateness of the requested expenditure, approval by the responsible manager, and correctness of the coding.

Prepare and maintain financial files, records and reports related to school site accounts and categorical budgets; prepare files for storage; prepare special financial reports for advisors/sponsors as needed.

Responsible for maintaining uniformed accounting procedures for school site accounts and categorical budgets, maintaining site specific procedures.

Verify shipments received and process receiving copies. Maintain office inventory and maintenance/service calls of office equipment.

Prepare accounts for year-end closing and financial statements. Work closely and cooperatively with district office staff and outside auditors in gathering and interpreting data for their review.

Prepare and submit annual income and expense report, store profit and loss report to district office. Calculate and pay quarterly sales taxes.

Advise students, parents, vendors, class/club advisors, staff and administrators regarding correct procedures relating to site funds and student activity funds. Respond to request for information and related matters.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and practices of budgeting and financial record-keeping.
- Accounting principles, practices and procedures.
- California school district budgeting and accounting.
- Laws, rules and regulations related to assigned activities.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of office equipment, including a computer and assigned software applications.
- Applicable sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform technical work involving program accounting control and analysis.
- Balance accounts and reconcile bank statements.
- Recognize anomalies and recommend effective corrective action.
- Use basic problem solving techniques.
- Perform complex/varied tasks.
- Apply rules, regulations, policies and procedures related to the District and applicable sections of the California Education Code and other applicable laws.

Plan and organize work to meet schedules and time lines.
Prepare and maintain financial records and prepare reports.
Collect monies pertaining to student functions.
Operate a variety of office equipment including computer with assigned software and calculator.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Compile data from a variety of sources.
Establish and maintain cooperative and effective working relationships with others.
Work independently with minimal direction.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Hear and speak to exchange information in person and on the telephone.
Train and provide work direction to student assistants as assigned.
Bend at the waist, kneel or crouch to retrieve and file materials.
Sit for extended periods of time.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or bookkeeping and two years general clerical accounting experience maintaining computerized financial and statistical records with frequent public contact. Experience in a School District preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions
May drive a vehicle as needed.

SALARY RANGE: 21-451