

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Controller-Bookkeeper, High School	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9684	WORK YEAR:	11 to 12 Months
DEPARTMENT:	High School	SALARY:	Range 48 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	09-15-05
		HR REVISION:	09-07-11

BASIC FUNCTION:

Perform diverse, specialized financial accounting and budget duties; prepare, monitor, maintain, and reconcile the budget for school funding sources, including student activities, athletics, and all other fund raising sources; assure compliance with California Education Code and other applicable laws.

