

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:

Fund Specialist

CLASSIFICATION:

Classified Non-

Coordinate and review activities related to revenues and expenditures; review expenditure history reports for financial compliance; collect, research, and analyze financial data, and complete various district financial reports; assist in year-

Current business office practices and procedures.

Detailed familiarity with computer-based applications for student attendance software, word processing, and