

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
 POSITION DESCRIPTION

Confidential		REPORTS TO:	Assigned Supervisor
			Assigned Technical
FAIR LABOR STANDARDS			8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 55 Range 67

BASIC FUNCTION 4

X

Financial and statistical recordkeeping techniques

Methods, procedures and terminologies in technical accounting work

Applicable laws, codes, regulations, policies and procedures

Financial analysis and projection techniques

Data control p