





Recent developments, education code changes, current literature, and sources of information regarding accounting and school financial management.

Pertinent federal, state and local statutes and codes pertaining to educational finance.

Preparation of financial statements and comprehensive accounting reports.

Accounting, budget and business functions of an educational organization.

Calculation of the Local Control Funding Formula (LCFF).

Financial analysis and projection techniques.

Standardized Account Code Structure (SACS).

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

