

Business Services Technician

OVERALL RESPONSIBILITY

Under the supervision of the Chief Business Official, performs business services that include payroll, accounts payable/receivable, purchasing requisition/orders, grants tracking and budget tracking. Work involves the application of bookkeeping/accounting principles and skills in the keeping of specialized accounts. Procedures are regulated by district policy, law and administrative requirements.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Compiles information and assists in preparing documents and reports.
- Inputs data into the District's accounting software and other computer systems such as, but not limited to: accounts receivable/payable, purchase orders, pay vouchers, invoices, deposits, transfers, benefits, budgets, general entries, budget revisions, journal entries, stop payments, hand warrants, and others as needed.
- Assists with grant reports, inventory reports, budget reports, and other correspondence as needed.
- Verifies data prepared manually against information input into the computer system.
- Maintains files, documents, records.
- Assist with reconciling bank statements, resource codes, payment reports, and cash in county treasury.
- Complies requests and distributes reports.
- Communicates with the public and ROP staff.
- Provides backup to other personnel in the business department.
- Perform other duties as assigned or directed by the CBO

QUALIFICATIONS:

- Any Combination of education, training and/or experience demonstrating ability to perform the required duties. A typical qualifying background would include 2-years prior work experience in an educational setting; experience in bookkeeping, record keeping and computerized accounting systems.; AA/AS degree;
- Must be proficient in utilizing various computer software, including but not limited to word, excel, google docs, google drive, and other software programs;
- Candidates with experience in a business office educational setting, in a Los Angeles County school district preferred;
- Must have a valid California driver's license and proof of automobile insurance.
- Excellent human relations, communication, and customer service skills;
- Exceptional organizational and social interaction skills;
- Display the highest level of integrity;
- Possess strong oral and written communication proficiency;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- Pre-employment physical exam/TB Risk Assessment, Livescan fingerprint, and background/reference check, required.

KNOWLEDGE OF:

The position requires in-depth technical knowledge of the practices and procedures of accounting, with additional expertise in budget preparation and control. Requires working knowledge of generally accepted financial processes and programs and of laws, codes, and regulations applying to assigned financial operations. Requires a working knowledge of audit documentation requirements. Requires working knowledge of the workings of automated accounting systems and relational databases, sufficient to train

others in data entry, and to troubleshoot errors and exceptions. Requires basic knowledge of position control. Requires a basic knowledge of the practices and techniques in accumulating and allocating cost accounting information to determine standard costs or rates. Requires working knowledge of the financial management, control, and reporting processes associated with restricted funds. Requires well-developed math skills to perform complex accounting and statistical computations. Requires sufficient language skills to prepare reports suitable for external publishing. Requires sufficient human relations skills to explain detailed information to individuals and small teams and work with staff in an advisory capacity.

ABILITY TO:

Requires the ability to perform the essential responsibilities and work tasks of the position. Requires the ability to train and provide oversight to employees performing data entry of accounting transactions. Requires ability to prepare analyses and write variance reports which adequately communicate outcomes, problems, and solutions. Requires ability to organize and prioritize work in order to meet rigid schedules and budget timelines. Requires the ability to provide one-on-one and small group discussion, and otherwise work with administrative staff and peers. Requires ability to initiate and conduct technical research, complete complex arithmetic, algebraic and statistical computations, solve highly technical problems associated with financial transactions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to use hands or fingers to handle, feel objects, tools or controls, talk, or hear. The employee must possess dexterity of hands and fingers to operate a computer keyboard. The employee is frequently required to walk, sit, stand, reach with hands and arms overhead and above over shoulders to access files, manuals, or other equipment; climb or balance, and stoop, kneel, crouch, or crawl. Applicants must be able to repetitively use fingers, use both hands simultaneously, lift items weighting up to 25 lbs., push, pull, repeatedly bend or twist and/or apply pressure with wrists. The employee must speak clearly and hear well to exchange information, and see small details clearly, to view computer monitors, and read a variety of materials. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to distinguish shades or color gradients.

WORK ENVIRONMENT:

Employees in this classification work alone and with others, and usually work indoors; sit for extended periods of time; use a computer and telephone and may be subject to driving a vehicle to conduct work. Employees will be exposed to computers and other electronic equipment with potential exposure to electric shock. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT:

Schedule: Classified Salary Resolution Range M-24

Classified Position

FLSA: non-exempt (eligible for overtime)

Work Calendar: 5 (12-month work schedule)

Benefits Eligible: per District's benefits program Classified Position

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.