

BUSINESS SERVICES SPECIALIST

Organizational Responsibility

A Business Services Specialist is responsible to the District Superintendent or designee. This position is considered a classified employee.

Definition

Under supervision of the Business Manager, a Business Services Specialist performs a variety of financial and statistical recordkeeping assignments and does related work, as required.

Distinguishing Characteristics

Positions in this class normally perform accounting and statistical recordkeeping assignments requiring some background and working experience. An incumbent is expected to be familiar with policies and regulations and to make judgments and decisions independently, according to directions and clarifications of supervisor.

Examples of Duties

Posts, checks, assembles, tabulates, and compares statistical and financial data; including but not limited to parent paid transportation, inventory, and textbook ordering; verifies, balances, and adjusts accounts; checks invoices, requisitions, purchase orders, and similar financial documents; responsible for the procurement of supplies, materials, equipment, and services for the District Office; maintains property control records; determines what materials or equipment will be salvaged or reused; determines the manner of what materials or equipment will be salvaged, reused or disposed; plans and organizes such disposal; maintains inventory computer program; processes a variety of purchasing and financial documents; files payroll and other materials; payroll processing including direct deposits and system updates; process teacher payment requests; process accounts payable and receivable; assists with quarterly and yearly tax preparation requirements; makes mathematical calculations; assists with compiling financial and statistical data for statements and reports; operates a variety of office equipment; types forms, reports, and correspondence.

Acts as a receptionist; initiates and answers telephone calls; makes appointment; interviews callers, furnishes desired information, refers caller to proper authority; proofreads documents and reports; attends to a variety of routine administrative details for supervisor; contacts individuals and coordinates special or periodic appointments; compiles information and assists in routine aspects of report preparation; may supervise assigned works; may serve as a resource person for the department or office to which assigned; assists the District Secretary in his/her duties; all other duties as assigned by Superintendent or Business Manager.

Qualifications

Knowledge of:

Purchasing principles and practices.

Principles and methods of financial and statistical recordkeeping.

Office methods, procedures, and equipment.

Proper English usage, spelling, grammar, and punctuation.

Mathematics.

Ability to utilize Escape Online 5.

Ability to:

Utilize various computer skills; have an understanding of MS Office. Perform a variety of financial and statistical recordkeeping assignments. Make mathematical calculations quickly and accurately. Operate a variety of calculating and office equipment. Type at a rate of 40 words per minute from clear, legible copy. Perform a variety of typing and general office assistance duties. Understand and carryout oral and written directions. Establish and maintain cooperative working relationships.

Training and Experience:

Education: Equivalent to the completion of the twelfth grade.

Desired: College courses or equivalent in business practices.

Experience: Four years of increasingly responsible and varied purchasing and/or accounting experience in business or public agencies, involving independent and/or supervisory responsibilities.

License(s) and/or Certificates Required:

Possession of a valid and appropriate California driver's license.

DOJ Fingerprint Clearance.

TB Testing.

Physical Demands and Working Conditions:

Category I (light physical effort)

Position requires no extraordinary physical strength or qualifications

Requires only light physical functions such as: lifting and carrying an object weighing 15 to 25 lb. maximum

Employee Group

Classified

Length of Work Year

Twelve (12) months, 260 days (240 work days)

Five (5) hours per day

Approved: 12/7/18

Revised: 3/11/19