

BUSINESS SERVICES ASSISTANT

DEFINITION

Under general supervision, to perform a variety of clerical accounting work of moderate difficulty such as typing of reports, maintaining bookkeeping and accounting records, Receiving monies, and making bank deposits. Positions in this class are normally assigned such tasks as verifying invoices for payments and cost distribution; posting; computing; reporting and filing financial data, inventory control and statistical information; and acting as a cashier. This position may have total responsibility for maintenance of student body accounting records, personnel and employee attendance tracking.

This classification functions at the advanced journey level of job performance. Employees in this classification perform the more complex of a full range of duties in an independent manner. Employees in this classification are fully competent and knowledgeable in all areas of accounts payable, payroll, benefits, food service state reporting, employee attendance accounting, and general ledger bookkeeping. Employees in this classification must possess an in-depth knowledge of these technical accounting functions in order to act as a resource and/or lead to others in the performance of responsible technical/clerical accounting assignments. This job class also requires excellent organizational skills, communication skills, including a positive attitude with staff and the public and a high level of attention to detail.

SUPERVISION RECEIVED AND EXERCISED

Receives guidance and supervision from the Director of Business Services.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Solely responsible for District's processing of accounts payable; preparing and applying codes to purchase orders; verifying invoices against receiving documents for accuracy; coding accounts payable to generate warrants and for tracking/reporting purposes.

Oversees, monitors, and participates in auditing incoming invoices and supporting documentation to verify accuracy and adherence to legal mandates and operational guidelines; prepares and issues warrants for payments.

Receives, reviews, audits, and processes payroll documents for both certificated and classified employees; inputs all data into payroll database/system including all data for new employees and any modifications/updates; calculates and processes special pay to included overtime, stand-by, compensation time, and holidays.

Maintains payroll related records, documentation, and databases in compliance with pertinent federal and state regulations and guidelines and subject to audit; gathers, reviews, tabulates, proofs, extends, balances, and posts a variety of payroll related data including tracking of personnel absences.

Deposits and reconciles bank accounts for a variety of District functions such as cafeteria, clearing, and revolving accounts, student body accounts, transfers funds between accounts as appropriate; maintains control of designated funds and prepares regular and periodic reports.

Processes new employees; notifying candidate of processing requirements, issuing new hire packets with all pertinent forms and information, explaining process and requirements, and following-up to ensure timely completion of necessary documentation.

Reviews, verifies, balances, posts, adjusts and maintains various accounting and fiscal records and documents according to established policies and guidelines in support of the District's general and subsidiary ledgers.

Assembles, tabulates, calculates, verifies, and reconciles a variety of incoming accounting/fiscal data and posts to the general ledger according to established procedures and guideline; enters data into computerized and/or manual recordkeeping systems and/or worksheets.

Acts as a resource to District staff, management, and other agencies/organizations regarding a variety of accounting and payroll processes, procedures, and guidelines.

Trains clerical staff and/or temporary workers regarding the operations, procedures and practices within Business Services.

Operates all office machines including photocopier, calculator and computer.

Compiles reports and other paperwork as necessary.

Understand and carry out oral and written directions.

Work independently, assume responsibility and exercise good judgment.

Performs other related duties as assigned.