

ALPINE COUNTY SUPERINTENDENT OF SCHOOLS
BUSINESS SERVICES TECHNICIAN II

REPORTS TO: BUSINESS MANAGER

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under direction of the Business Manager and/or Superintendent, performs a variety of duties involved in the operation of business services for the County Office of Education; serves the District as needed, performs difficult fiscal clerical work in preparing, reviewing and maintaining financial and statistical records and reports; and does other work as required.

QUALIFICATIONS:

Required:

1. High School Diploma or General Education Degree (GED).
2. A minimum of three (3) years accounting and clerical experience required. Any combination of training, education, and/or experience that would provide the desired knowledge and abilities required of this job is accepted.

Desired:

1. AA Degree in Accounting.
2. Payroll experience preferred.

KNOWLEDGE AND ABILITY:

1. Knowledge of accounting, budgeting principles and appropriate procedures.
2. Knowledge of laws, regulations, and procedures that apply to school district/COE accounting and financial reporting.
3. Knowledge of basic functions and clerical operations of a school district; modern office methods and procedures.
4. Knowledge of correct English usage, spelling, grammar, and punctuation.
5. Knowledge of the organization and collection of data.
6. Knowledge of operation of standard office machines including copiers, fax and computers.
7. Knowledge of computer proficiency to include Windows, Excel, and Power Point software programs.
8. Apply to adapt sound accounting methods to a variety of financial transactions.
9. Ability to prepare and maintain accurate financial statements and reports.
10. Ability to read, understand and implement technical accounting materials and directions.
11. Ability to communicate effectively; perform difficult and responsible clerical work with speed and accuracy.
12. Ability to type 45 words per minute.
13. Ability to use a 10-key calculator by touch.
14. Ability to understand and carry out oral and written directions.
15. Ability to establish and maintain cooperative relationships.
16. Ability to learn to work with Escape financial software.
17. Ability to exercise independent thinking and good judgment.
18. Ability to perform a variety of basic tasks requiring independent judgment with accuracy and speed.
19. Ability to make basic mathematical calculations with accuracy and speed.

20. Ability to post information, check records, file, alphabetize (numerically and chronologically) accurately.
21. Ability to professionally receive information over the phone, fax or e-mail.
22. Ability to compile and maintain of accurate records is required.
23. Ability to follow and carry-out various forms of instruction.
24. Ability to learn and understand rules, regulations and policies for the County Office of Education and the Alpine County Unified School District, and apply them with good judgment in a variety of situations.
25. Ability to represent the County Office of Education in a professional, courteous manner and exhibit a professional outward appearance – in both dress and attitude.
26. Ability to be flexible is essential.

ESSENTIAL DUTIES/TASKS:

1. Perform a variety of accounting-related tasks such as miscellaneous journal entries, deposit entries, and budget transfers.
2. Enter data into the accounting system.
3. Post, adjust, and balance general ledger and budget accounts.
4. Advise District principals and school sites on budget issues and budget balances.
5. Review expenses to determine that budgets are being followed within established limits.
6. Prepare and submit by-monthly deposits to County Treasurer.
7. Post and prepare invoices for food services, collections as needed.
8. Audit attendance and prepare for state reporting.
9. Reply to/prepare necessary surveys.
10. Monitor instructional minutes.
11. Monitor grants for billings and balances.
12. Order and maintain supplies inventory for the County Office of Education/District.
13. Balance petty cash account.
14. Enter purchase requisitions, prepare purchase orders, and place orders.
15. Assist County Office of Education/District employees with major purchases when needed, including obtaining competitive price quotes and proposals.
16. Assist in year-end closing activities. Receive and disburse incoming merchandise, processing shipping receipts, tags and other related paperwork as appropriate.
17. Prepare and file annual Impact Aid applications.
18. Maintain MSDS binders and website.
19. Serve as MAA coordinator.
20. Participate in available training pertinent to job, including travel as necessary.
21. Answers Business Services phone and serves as back-up to Superintendent's Office phones as needed.
22. Back-up for processing incoming and outgoing mail as needed.
23. May assist with computerized asset inventory and depreciation schedules.
24. Serve as back-up to payroll and payables personnel.
25. Operate a variety of office equipment, machines and/or other items to efficiently complete assigned tasks.
26. Vendor set-up and maintenance.
27. Reconcile District and County Office of Education cash.

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed in a climate-controlled office setting.
- **Hazards:** None noted.
- **Equipment Used:** Personal computer, printer, typewriter, copier, telephone, fax, other general office equipment.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally, up to 5-10 lbs.; paperwork, files, office supplies. Seldom boxes of paperwork and files up to 30 lbs.
- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English; possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation