

Business Services Technician

Purpose Statement

The job of Business Services Technician is done for the purpose/s of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling fiscal and school related information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel.

This job reports to Director, Internal Business Services

Essential Functions

Assists auditors for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.

Compiles a wide variety of information related to work assignments (e.g. lunch counts, month end charges, sales/use tax, 1099's, etc.) for the purpose of providing required documentation and/or processing information for COE and regulatory requirements.

Maintains a wide variety of vendor information, files and records (e.g. invoices, W-9's, due dates, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Prepares a wide variety of written materials and electronic financial information (e.g. fund transfers, general ledger adjustments, accounts receivable billings, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

Processes a wide variety of financial information for the purpose of updating and distributing information in compliance with established accounting practices and COE guidelines.

Reconciles a variety of financial data (e.g. invoices, requisitions, accounts, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.

Responds to inquiries from a wide variety of sources (e.g. COE employees, vendors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

Reviews documents and data (e.g. accounts receivable billings, accounts payable invoices, etc.) for the purpose of ensuring completeness and accuracy.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job

include: applying COE, local, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

2/14/2018

Salary Grade

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