

Senior Business Services Technician - External

Purpose Statement

The job of Senior Business Services Technician - External is done for the purpose/s of providing support to local educational agencies (LEA's) financial activities with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies and State/Federal laws; providing instructions, recommendations; and/or accounting support to other personnel.

This job reports to Director, External Business Services

Essential Functions

Analyzes preliminary payroll reports from the LEA's for the purpose of ensuring compliance with State and Federal tax and pension reporting requirements.

Audits preliminary accounts payable reports from LEA's (e.g. e.g. annual 1099 filing, etc.) for the purpose of correctly reporting vendor activity in compliance with local, State and Federal regulations.

Compiles a wide variety of financial information, files and records (e.g. payroll, pension information, accounts payable warrants, etc.) for the purpose of providing required documentation and/or processing information.

Monitors State and Federal law updates and interpretations related to payroll (e.g. CALSTRS, CALPERS, EDD, IRS, Franchise Tax Board, etc.) for the purpose of maintaining compliance with all applicable laws.

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

Processes a variety of financial information for LEA's (e.g. payroll, accounts payable warrants, pension contributions, bank deposits, stop payments, utilizing banking software, State software and local financial software, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices and internal guidelines.

Provides training and advisement to LEA staff (e.g. payroll processes, retirement procedures, etc.) for the purpose of providing necessary information for groups or individuals.

Recommends policies, procedures and/or actions on issues that relate to payroll and accounting functions for the purpose of providing direction and/or decision making.

Reconciles pension data and variances for the purpose of correctly reporting pension contributions from LEA employees and employer deduction ledgers, ensuring compliance with COE policies and regulatory guidelines.

Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances, records and documentation; ensuring compliance with established policies, accounting and regulatory guidelines.

Researches discrepancies of financial information and/or documentation (e.g. time sheets, grant funds, vendor payments, etc.) 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. LEA employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

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, 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 a number of activities, meetings, and/or events; gather, collate, and/or classify 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 85% sitting, 10% walking, and 5% 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

Valid 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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