

JOB DESCRIPTION

JOB TITLE: *Business Services Technician (#5600)*

Job Summary:

Under the supervision of the Directors of Internal and External Business Services, performs business services for the divisions and programs within the Tulare County Office of Education as well as the school districts in Tulare County. Services include payroll, accounts payable/receivable, grants management and budget management. Work involves the application of bookkeeping principles and skills in the keeping of specialized accounts. Procedures are regulated by law and administrative requirements.

Essential Position Functions:

- ▶ Compiles information and prepares documents, reports, warrants.
- ▶ Inputs data (payroll, accounts receivable/payable, purchase orders, pay vouchers, invoices, deposits, transfers, automatic payroll deposits, voluntary deductions, benefits, budgets, general entries, budget revisions, journal entries, retirement adjustments, stop payments, pay history adjustments, corrections to social security and alternative retirement, hand warrants), records, reports (ADA, transportation, and other state and federal reports), inventories, and correspondence.
- ▶ Verifies and audits data prepared manually against information input into computer system.
- ▶ Maintains files, documents, records and inventories.
- ▶ Reconciles bank statements, funds, payment reports, cash in county treasury, districts and TCOE benefits, and student body funds.
- ▶ Requests and distributes reports.
- ▶ Collects fees, tax assessments, checks for health benefits, disability and workers compensation, and payroll overpayments.
- ▶ Deposits TCOE and district money into the county treasury.
- ▶ Provides training and technical assistance to districts and TCOE staff regarding budgets, payroll, accounts payable and receivable, attendance accounting, transportation.
- ▶ Provides direct service for districts including budget preparation, payroll and warrant processing, fund transfers, prepare deposits.
- ▶ Communicates with the public, county, state and federal agencies, TCOE and district staff.
- ▶ Maintains security of county stamp, county seal, signature stamps and cash deposits.
- ▶ Provides backup to other personnel in the business division.

Other Position Functions:

- ▶ Other related duties as assigned.

Essential Job Requirements - Qualifications:

- ▶ Experience Required:
 - Two years experience in bookkeeping, record keeping and computerized accounting systems.

Skills, Knowledge and/or Abilities Required:

- ▶ **Knowledge of:**
 - payroll payment and reporting requirements;
 - various accounting documents and their purpose;
 - accounting practices and terminology;
- ▶ **Skills to:**
 - operate full range of office equipment: 10-key calculator, computer, scanner terminal, copier, telephone, microfiche, microfilm reader, FAX machine;
 - interpersonal skills in dealing with public and co-workers: courteous, timely, tactful, patient, works cooperatively;
- ▶ **Ability to:**
 - write legibly;
 - quickly and accurately perform various arithmetic calculations;
 - communicate clearly, both orally and in writing;
 - use word processing and spreadsheet software (desirable);
 - analyze data and accurately report findings;
 - interpret various federal and state regulations pertaining to assigned work;
 - understand and follow oral and written directions.

Specialized Education Required:

- ▶ High school diploma or the equivalent.
- ▶ Additional accounting and computer software application courses are desirable.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

January 2013

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.