

Job Description

Yolo County Office of Education

BUSINESS SERVICES TECHNICIAN - EXTERNAL

Purpose Statement

The job of Business Services Technician - External is done for the purpose/s of performing moderately complex and responsible financial record keeping, accounts payable, accounts receivable, statistical records, receiving, and inventory; assure timely and accurate processing and recording of financial records.

This job reports to Director, External Business Services

ESSENTIAL JOB 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.

Assists with year-end closing tasks for the purpose of finalizing end of year cost records and/or reconciling clearing accounts.

Follows established procedures for the purpose of insuring receipt of goods or services and authorizing payment.

Generates and/or audits preliminary accounts payable warrant orders/reports including timely filing for the purpose of making vendor payments and compliance with accounting requirements.

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

Prepares and posts fund transfers and/or inter-district charges and reconciles fund balances for the purpose of maintaining accurate account balances and/or cost distribution.

Prepares deposits, including counting of cash and checks for the purpose of making bank deposits.

Prepares end of month reports, forms, electronic spreadsheets, and documentation for the purpose of providing written support and conveying information.

Processes a wide variety of financial information and records (e.g. 1099s, warrants, positive pay, etc.) for the purpose of providing required documentation and/or processing information for COE and regulatory requirements.

Receives and processes a wide variety of financial documents (e.g. cancelled warrant requests, bank deposits, etc.) for the purpose of screening for accuracy and procedural requirements.

Responds to inquiries from a wide variety of sources (e.g. LEA employees, County Treasury, 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, 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; 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

Continuing Educ./Training
Maintains Certificates and/or Licenses

Certificates and Licenses
Driver's License & Evidence of Insurability

Clearances
Criminal Justice Fingerprint/Background
Clearance
Tuberculosis Clearance

FLSA Status
Non-Exempt

Approval Date
11/10/2022

Salary Grade
33