

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE: Business Services Technician II

SALARY PLACEMENT: Confidential Employee Salary Schedule

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Director of Fiscal and Purchasing Services is responsible for performing and providing direction in a variety of accounting and budgeting applications including reviewing and processing purchase requisitions; compiling and maintaining data; preparing, maintaining, and processing financial records, journals and reports, in accord with Board Policy, Administrative Regulation, and State Accounting Manual parameters.

SUPERVISOR:

Director of Fiscal and Purchasing Services

TYPICAL DUTIES:

- Creates and prepares spreadsheets to assist with financial analysis
- Reconciles and verifies complex accounting and statistical records
- Receives, prepares and processes vendor requisitions in accord with District policy and contracts
- Verifies receipt of service and/or product in accord with purchase contract
- Organizes, prepares and maintains comprehensive vendor payment records in accord with District and County guidelines
- Provides training and support to district staff on financial software systems, ASB, purchasing and fixed asset inventory procedures, and proper account coding
- Develops or assists in the development of improved purchasing, fixed asset management, and ASB procedures and reporting systems
- Maintains district-wide computerized fixed asset inventory system
- Maintains and monitors all aspects of accounts receivable functions
- Assists with food service record keeping and accounting
- Trains other technicians in Technician I duties
- Prepares, organizes and reconciles accounting, budget records and reports
- Prepares and processes State and Federal reports as required
- Maintains filing and record systems
- Assists other business office staff
- Other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Purchasing policies, practices, and terminology
- Office management principles, methods, and procedures
- Relevant State and Federal laws, regulations and procedures
- Student Body practices, procedures and fiscal administration
- Accounting and computer terminology
- Computer applications, particularly electronic spreadsheet and database

Ability to:

- Effectively utilize standard computer applications and business office equipment
- Display knowledge and understanding of accounting and auditing standards

- Plan and establish priorities and simultaneously perform a variety of complex accounting and budgeting activities
- Communicate effectively with a diverse base of individuals
- Work efficiently under stringent time deadlines
- Prepare and present clear and concise reports
- Learn the Standardized Account Code Structure (SACS) of the District
- Understand and carry out required work assignments without immediate supervision
- Understand and carry out oral and written directions
- Perform double entry bookkeeping and accounting
- Perform complex arithmetical calculations with speed and accuracy
- Establish and maintain cooperative working relationships and communicate effectively with those contacted in the performance of required duties

EDUCATION:

Combination of education and training equivalent to two years of college with focus in accounting, record keeping, and computer application principles and practices.

EXPERIENCE:

Three years of increasingly responsible technical accounting experience.

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.

Adopted: August 2, 2006

Revised: October 24, 2013

Adopted: November 6, 2013