

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Business Services Technician I

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Director of Fiscal and Purchasing Services/Accounting Manager is responsible for performing a variety of accounting and budgeting applications including auditing and paying vendors; 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/Accounting Manager

TYPICAL DUTIES:

- Prepares and processes vendor warrants in accord with District policy and contracts
- Audits pay requests and verifies receipt of service and/or product in accord with purchase contract
- Organizes, prepares and maintains comprehensive vendor payment records guidelines
- Assists with district-wide computerized fixed asset inventory system
- Prepares, organizes and reconciles accounting, budget, and other reports
- Prepares and processes State and Federal reports as required
- Maintains filing and record systems
- Processes accounts receivable records
- Assists other business office staff
- Other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

Office management principles, methods, and procedures

Relevant State and Federal laws, regulations and procedures

School business terminology with emphasis on accounts payable and receivable transactions

Contract labor and lien processes and procedures

Accounting and computer terminology

Computer applications, particularly electronic spreadsheet and database

Ability to:

Effectively utilize standard computer applications

Display knowledge and understanding of accounting and auditing standards or payroll administration

Plan and establish priorities and simultaneously perform a variety of 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

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:

Two years of increasingly responsible technical accounting experience

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TEST:

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 required 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: June 20, 2001

Revised: July 15, 2009