

## **YOLO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: BUSINESS SERVICES TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of responsible accounting duties involved in maintaining, auditing, and processing a variety of accounting information and financial documents.

#### **DISTINGUISHING CHARACTERISTICS:**

The Business Services Technician classification performs a variety of responsible accounting duties involved in maintaining, auditing, and processing a variety of accounting information and financial documents. Incumbents in the Senior Business Services Technician classification perform the more complex accounting duties such as preparing complex financial reports and performing data extractions in addition to serving in a lead capacity.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of responsible accounting duties involved in maintaining, auditing, and processing a variety of accounting information and financial documents.

Audit and coordinate the processing of school district and County Office accounts payable invoices for legality and correctness including to assure proper funds, object codes, and use tax; input information into an automated accounts receivable system to generate invoices, statements and year-end data; contact appropriate personnel in the event of insufficient funds; notify County Treasurers Office of warrants issued in excess of established limits.

Cancel incorrect or lost/destroyed commercial warrants; issue stop payments; prepare emergency or replacement warrants; prepare related records; verify funds; transfer funds with County Auditor's Office.

Reconcile bank statements to County Treasurer's Office; make corrections and updates as required to balance with County Treasurer's Office.

Review District of Residence, grades, absences, attendance and other related information and calculate ADA; compile ADA total; enter related data into computer; compile ADA forms for the State, and change forms as necessary.

Input transfers for County Office budget and general ledger revisions.

Input transfers for school districts for payroll, income, returned checks, cancelled payroll warrants, and other cash adjustments; distribute to school districts.

Deposit and transfer funds for school districts and County Office at County Treasurer's and County

Auditors' Office; obtain copies of redeemed warrants from bank as required.

Maintain school district and County Office automatic payroll deposit controls and actions; maintain records for automatic payroll deposits; input payroll information.

Contact vendors in reference to invoice amounts, tax information, items delivered and delivery dates; file invoices, copies of warrants, vendor information, and batch reports.

Audit and process magnetic tape for 1099 reporting purposes; file corrected forms with IRS and Franchise Tax Board; audit accounts payable prelists for 1099 and use tax reporting errors.

Audit classified payrolls for school districts and County Office for retirement purposes; input corrections; balance information to payroll information; generate initial and final payments; prepare reports to PERS.

Assist school districts and County Office departments in resolving problems and discrepancies regarding warrants and other assigned functions; provide training to school district and County Office personnel regarding systems, the audit function, and other policies and procedures; answer questions and provide information regarding assigned function.

Collect lunch attendance forms along with calendars from school district and County offices as assigned by the position; create pay vouchers to distribute to district and charge student lunches to various County programs; reconcile meal logs to invoices received and record discrepancies.

Collect, compile, calculate, and distribute data such as CalWorks poverty information in final form; maintain accurate and organized files and records to facilitate the prompt retrieval of data.

Maintain invoice and payment records, ledger, registers, and claims schedules; prepare journal entries for corrections.

Operate business office equipment including calculator, typewriter and computer; code and enter information into computer; update, verify and correct input.

Attend and participate in staff meetings and in-services activities; maintain current knowledge of laws and regulations related to assigned activities.

Develop spreadsheet applications.

**OTHER DUTIES:**

Assist in establishing and maintaining books and accounting records for a variety of programs.

Assist auditors from various agencies in the verification of accounting records and in explaining reports and procedures used.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures, and terminology used in financial and statistical accounting work.  
Accounting practices and procedures.  
Fund accounting principles.  
Principles and practices of data collection and analysis.  
Modern office practices, procedures and equipment.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of a computer terminal, assigned software and data entry techniques.  
Applicable laws, rules and regulations related to assigned activities.  
Interpersonal skills using tact, patience and courtesy.  
District organization, operations, policies and procedures.  
Department and program objectives and goals.

**ABILITY TO:**

Operate modern office equipment including computer equipment and ten key.  
Enter data at an appropriate rate of speed.  
Apply and explain established rules, regulations, policies and procedures related to the accounting function.  
Compile, tabulate, and analyze data and information.  
Maintain and balance a variety of records, ledgers, and accounts.  
Accurately count, record, and balance assigned transactions.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written instructions.  
Plan and organize work to meet schedules and timelines.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, bookkeeping, or a related field and two years of clerical accounting and bookkeeping experience involving maintaining and reviewing financial or statistical reports.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and ten-key.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a variety of office equipment.

Seeing to read and compare numerical figures.