

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR BUSINESS SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex and responsible accounting duties involved in auditing, analyzing, and reconciling general ledger, payroll, and apportionment calculations and distributions or in preparing and maintaining a variety of general ledger and budgetary records, reports, and statements; prepare complex financial reports and data extractions.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex and responsible accounting duties involved in auditing, analyzing, and reconciling general ledger, payroll, and apportionment calculations and distributions or in preparing and maintaining a variety of general ledger and budgetary records, reports, and statements.

Prepare a variety of complex statistical and informational reports and data extractions for County, State, and Federal agencies; prepare interim and annual financial statements; prepare balance sheet and income statements; collect, compile, calculate, and distribute data in final form; maintain accurate and organized files and records to facilitate the prompt retrieval of data.

Prepare and analyze cash flow; project revenues and expenditures.

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

Audit, analyze, and coordinate the processing of payroll for County reconciliation and transfer of funds; prepare corrections as appropriate; cancel incorrect payroll and voluntary deduction warrants; manually, prepare emergency payroll warrants and voluntary deduction replacement; transfer funds with County Auditor's Office; reconcile County schools payroll revolving fund.

Maintain school districts and County Office automatic payroll deposit controls and actions.

Maintain accurate control records for classified and certificated payroll deductions and gross earnings; reconcile and distribute W-2 Wage Statements for school district and County Office employees; audit, reconcile, and adjust payroll history information for taxes, benefits, retirement, and W-2 purposes.

Audit, analyze and reconcile payments and initiate warrants or electronic transfers for Federal, State, FICA, Medicare, and retirement payments for school districts and County Office; reconcile general ledger accounts and balances including fund, enterprise, and student accounts; assist in correcting problems.

Monitor and analyze budgets for school districts and County Office; prepare budget estimates for income and expenditures; assist in budget roll-over and in establishing various accounting lines; calculate and distribute Federal, State, and local apportionments to County Office and local school districts.

Provide lead assistance, guidance, and training to County Office and school district personnel in payroll and retirement systems practices and applications including software applications; respond to complaints and requests for information.

Establish and maintain accounting records for a variety of County Office and school districts programs; prepare adjusting and closing entries to accounting records; close accounting records at year end.

Monitor and analyze budgets; adjust program budgets for income and expenditure as necessary including adjusting budgets to reflect changes in salaries and benefits for employees; prepare and audit transfers and deposits as necessary.

Audit, analyze, monitor and coordinate fiscal requirements of grants with program managers including application, award, budgeting, and claiming requirements; coordinate with State, local, and other funding agencies regarding grants, accounting issues, claiming procedures, and reimbursement issues; coordinate with subcontractors and subgrantees regarding fiscal interpretation of contract and claiming procedures.

Calculate and distribute Federal, State, and local apportionments to County Office and local school districts.

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

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

Provide assistance and training to County Office personnel; respond to requests for information.

Calculate, revise and audit salaries and benefits to new and existing County Office employees; work with Payroll and Human Resources to reconcile open and vacant positions; audit and reconcile budgeted salaries against employment contracts issued.

OTHER DUTIES:

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 and data entry techniques.

Applicable laws, rules and regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Financial and statistical record-keeping techniques.

District organization, operations, policies and procedures.

Department and program objectives and goals.

ABILITY TO:

Perform a variety of complex and responsible accounting duties.

Prepare a variety of complex statistical and informational reports.

Operate modern office equipment including computer equipment and ten key.

Enter data at an appropriate rate of speed.

Learn and apply 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.

Count, record, and balance assigned transactions accurately.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written instructions.

Plan and organize work.

Meet schedules and timelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

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 three years of accounting and bookkeeping experience involving maintaining and reviewing financial or statistical reports.

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Ewing & Company

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.