

Business Services Technician

Purpose

The job of Business Services Technician is done for the purpose/s of initiating a variety of accounting and/or payroll activities including processing, recording, updating, and reconciling information; providing timely and accurate payroll production and accounting receivables/payables processing; providing instructions and/or accounting/payroll support to other personnel; maintaining confidential records and supporting documentation; and documenting accounting and payroll activities in accordance with district requirements and/or state and federal regulations. This job reports to Assistant Director-Business Services and Director-Business Services.

Essential Functions

- Analyzes all District accounting and/or payroll records in the IFAS system (e.g. payables, receivables, payroll records, etc.) for the purpose of ensuring compliance with established accounting/payroll guidelines.
- Communicates with a variety of internal and external parties (e.g. employees, vendors, city, state, federal agencies, etc.) for the purpose of ensuring accurate processing of accounting/payroll transactions.
- Compiles data from a wide variety of sources (e.g. payroll records, salary adjustments, tax deposits, vendor records, receivables, payables, cash deposits, etc.) for the purpose of analyzing issues, ensuring compliance with mandated requirements, and/or monitoring program components.
- Informs internal and external parties regarding procedural requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established accounting and/or payroll guidelines.
- Maintains manual and electronic documents, files, and/or records (e.g. vendor records, local purchase orders, requisitions, supporting receipts, utility bills, W-4s, payroll records, etc.) for the purpose of documenting activities, providing up-to-date reference, conveying information, and/or complying with financial, legal, and administrative requirements.
- Performs recordkeeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting departmental operations.
- Prepares a variety of written materials (e.g. IFAS payables and receivables reports; forms, memos, letters, vendor statements, spreadsheets, welcome packet for new vendors, payroll invoices, overpayments, stop payments, etc.) for the purpose of providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Processes a variety of electronic and manual accounting and/or payroll information (e.g. IFAS payables and receivables, revenue, bad checks, donations, memberships, electronic purchase requests, payable vouchers, payroll, and wage verifications, etc.) for the purpose of updating information and/or authorizing final action in compliance with accounting and/or payroll requirements, and disseminating information to appropriate parties.
- Reconciles a variety of payroll and/or accounting-related information (e.g. time sheets versus contracts, direct deposits, wage attachments, benefits, receivables, payables, cash deposits, vendor records, etc.) for the purpose of ensuring accurate production and distribution of funds and payroll.
- Researches discrepancies of financial, payroll information and/or documentation (e.g. billing information, invoices, payable vouchers, payroll, wage verifications, etc.) for the purpose of ensuring accuracy, and adhering to procedures prior to further processing and/or payment.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staff, vendors, city/state/federal agencies, and state and independent auditors, etc.) for the purpose of identifying and providing information, direction, appropriate referrals and/or resolving issues.

Other Functions

- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform 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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying federal, state, and District policies, laws and regulations; operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles, and payroll principles.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data 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: communicating with diverse groups; working with frequent interruptions; adhering to federal, state, and District purchasing guidelines; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date
08/10/2016

Salary Grade
55

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (please print): _____

Employee Signature: _____ **Date:** _____