

Business Services Specialist

Purpose

The job of Business Services Specialist is done for the purpose/s of overseeing assigned business or payroll services and activities; developing reporting procedures and internal controls; implementing procedures and processes; ensuring the accuracy of business-related or payroll-related data, and compliance with district and regulatory agency requirements; supporting/administering information database systems and providing instruction and advice to system users; and overseeing assigned personnel. This job reports to Director and/or Assistant Director.

Essential Functions

- Assists the Director and/or the Assistant Director of Business Services in providing auditors with requested business or payroll information (e.g. accounting records, contract requirements, time sheets, wages paid, etc.) for the purpose of providing required information and coordinating necessary project activities.
- Authorizes transactions for the purpose of meeting compensation requirements and/or special accounting needs, and ensuring accuracy.
- Collaborates with a variety of internal and external stakeholders for the purpose of coordinating the implementation and maintenance of services and/or programs.
- Develops reporting procedures, internal controls, and user materials for the purpose of maintaining accurate records and providing instruction and reference.
- Identifies issues related to district payroll systems, financial information systems, and related software applications for the purpose of responding to user problems and ensuring functionality of the LINKS system.
- Implements assigned activities and/or projects for the purpose of complying with administrative, state, and/or federal regulatory requirements and established guidelines.
- Leads continuous improvement efforts in assigned area (e.g. engaging personnel, performing needs assessments, identifying improvements, and recommending/implementing changes, etc.) for the purpose of meeting department goals.
- Maintains a variety of electronic and manual documents, files and records (e.g. payroll reports and records, statistical/financial reports and records, budgets, business forms, etc.) for the purpose of providing accurate and current information and ensuring confidentiality.
- Monitors assigned department activities (e.g. preparation of required local, state and federal reports; fund balances and related financial activity of assigned programs, etc.) for the purpose of ensuring allocations are accurate; related revenues are generated; expenses are within budget limits and fiscal practices are followed; and compliance with mandatory filings.
- Oversees assigned personnel and department functions (e.g. including integration of LINKS information system with other systems, merging/adding data fields, populating other databases; orienting staff on electronic systems, etc.) for the purpose of maximizing the efficiency of the work force and department functions; meeting legal and district requirements; and providing excellent customer service.
- Participates in workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs various system administration functions (e.g. including routine and special updates to the LINKS database, etc.) for the purpose of controlling systems and attaining maximum utilization and efficiency.
- Prepares a variety of external and internal reports and summaries related to assigned area (e.g. accounts payable/receivable, general fund and federal grants, taxes, tax-sheltered annuities, deductions, insurance premium payments, leave accrual, retirement, etc.) for the purpose of documenting activities and issues, meeting federal, state, and district compliance requirements, and/or providing reference materials.
- Recommends policies, regulations, and guidelines in assigned area/s for the purpose of meeting the district's goals and objectives in compliance with federal and state legal requirements.
- Researches discrepancies of business or payroll information and/or documentation (e.g. accounts payable/receivable, general fund and federal grants, incorrect paychecks, tax reports and compliance documents, etc.) for the purpose of resolving discrepancy and identifying procedural problems.
- Responds to inquiries from a variety of internal and external stakeholders (e.g. business and/or payroll procedures, recordkeeping requirements, financial account activity, wage garnishments, contributions, direct deposits, etc.) for the purpose of providing information and/or resolving problems.

Other 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 multiple, 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 pertinent policies, codes and requirements; operating standard office equipment and pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: general accounting procedures; business office and payroll software; concepts of database and spreadsheet programs and storage and retrieval methods; and federal and state payroll regulations and laws.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information/data; providing direction and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. 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, 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 with increasing levels of responsibility is required.

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

Equivalency: Prefer experience working with accounting or payroll technology and/or a Community College and/or Vocational School degree.

Required Testing

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Ability to acquire Fundamental Payroll Certification (FPC) or Certified Accounting Technician Certification (CAT)

Continuing Educ. / Training

Work towards certification in assigned area

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

5/29/2015

Salary Grade

68X

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

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____