

LEMOORE UNION SCHOOL DISTRICT  
Human Resources Department

**BUSINESS SERVICES TECHNICIAN**  
Job Description

**JOB SUMMARY:**

Under the supervision of the Director of Business Services, performs duties including, but not limited to payroll, accounts payable/receivable, warehouse, purchase orders, attendance, and grants management. Work involves the application of office practices, bookkeeping principles and skills in the keeping of specialized accounts.

**REQUIRED QUALIFICATIONS:**

*Ability to:*

- Possess personal characteristics generally recognized as essential for good public employees (including integrity, initiative, dependability, courtesy and good judgment);
- Work cooperatively with others;
- Answer the telephone in a cheerful and professional manner;
- Work flexible hours;
- Represent and support the district in conversation with the public.
- Make mathematical computations rapidly and accurately; (i.e. balance bank statement and daily cafeteria monies) prepare district deposits, and perform responsible payroll and clerical work without supervision;
- Understand and carry out oral and written directions;
- Prepare monthly reports, statements, balance and break down invoices;
- Interpret and apply a variety of guidelines regarding State or Federal Programs;
- Type at a corrected speed of 50 wpm;
- Establish and maintain effective and cooperative relationships with those contacted in the course of work.

*Knowledge of:*

- General clerical office methods and procedures;
- California School Accounting practices and procedures;
- Certificated and classified contract agreements as they pertain to business services activities;
- Methods, practice and terminology used in school district financial/statistical clerical procedures;
- Board policy and procedures pertinent to business services activities;
- Operation of office machines and equipment.
- Computer word processing and spreadsheet software;
- SASI, Microsoft Word and Excel computer programs;

*Education:*

- Equivalent to completion of twelfth grade.
- AA degree in accounting with a minimum of 15 units in accounting or any equivalent combination of training and/or experience desirable.

*Experience:*

- Three years of clerical experience.
- Experience with school business practices desirable.

**ESSENTIAL FUNCTIONS:**

- Answer incoming telephone calls, greet office visitors, assist with mail and general office duties;
- Operate computer terminal to enter a variety of data including, but not limited to, payroll, accounts payable/receivable, pay vouchers, invoices, deposits, transfers, automatic payroll deposits, voluntary deductions, benefits, warehouse inventories and requests.
- Set up various District accounts on computer, and maintain general ledger accounts;
- Reconciliation of deposits, balancing bank accounts, collecting reimbursement for NSF checks and re-depositing to credit union;
- Verification of State and Federal reimbursements and deposits with the County Treasurers office;
- Compile information, maintain district records, and prepares documents and various reports;
- Verify and audit data prepared manually against information input into the computer system;
- Prepare and verify invoices, requisitions and similar documents, and process for payment;
- Maintain inventories;
- Checks off orders/invoices and ensures quantity and quality of delivered product;
- Prepares and issues warrants from both purchase orders and pay vouchers by verifying invoices and documents to insure that regulations have been met;
- Process and verify free/reduced meal applications following state guidelines, notifying schools and families;
- Clerical work including, but not limited to, the following: typing letters, mailings, etc.;
- Perform other accounting clerical work in posting, assembling, tabulating and reconciling financial data;
- Assist with Worker's Compensation Insurance plan in reporting and handling claims;
- Provides backup to other personnel in the business division;
- Performs other related duties as assigned.

**WORKING CONDITIONS:**

*Environment:*

- Office environment; subject to constant interruptions.

*Physical Abilities:*

- Seeing to inspect financial or statistical records;
- Dexterity of hands and fingers to operate a computer and office equipment;
- Sitting or standing for extended periods of time;
- Kneeling and bending, pushing and pulling, reaching to retrieve and maintain files;
- Hearing and speaking to exchange information in person and on the telephone.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**

Employment: 12 month employee

Confidential Employment Status

*Approved: May 11, 2004*