

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

14806 Pleasant Valley Rd., Penn Valley, CA 95946-9722
Phone (530) 432-7311 Fax (530) 432-7314
www.pvuesd.org



Torie F. England, Ed.D. - Superintendent

JOB TITLE : Business Services Technician

Basic Function : The Business Services Technician performs a wide variety of clerical and accounting work and maintains good public relations with parents, students, staff, and the community. This position is required to perform responsible functions in the day-to-day operations of the School District Office; to perform typing, filing, receptionist, and record keeping assignments; and to do related work as required.

Distinguishing Characteristics : Employees in this classification receive general supervision within an established framework of standard policies and procedures. This position requires the ability to perform a variety of accounting duties with minimal supervision. Performance of these responsibilities requires accuracy, attention to detail, discretion, good communication skills, and sound judgment.

Supervisor : Business Manager

Examples of Important and Essential Duties and Responsibilities:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Essential functions may include, but are not limited to the following:

Payroll

1. Perform clerical financial data entry and record keeping activities to support the preparation, processing and maintenance of payrolls for certificated, classified, and hourly employees
2. Prepare employee data sheets
3. Maintain employee attendance, benefit and voluntary deduction records
4. Answer questions from employees requiring explanation of calculations, rules and regulations governing payroll processing
5. State payroll reporting
6. Interact closely with Human Resources and Administration to assure that all information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate
7. Prepare payroll calculation and Excel spreadsheets as requested

Purchasing/Accounts Payable

1. Prepare and process accounts payable information to comply with various payment timetables. Verify and reconcile documentation of merchandise and services received against claims, invoices, purchase orders, and packing slips.
2. Assign budget coding and verify budget balances on all requisitions
3. Processing of purchase requisitions
4. Process employee reimbursements and accounts payable payment
5. Monitor budget expenditures as requested by the Business Manager; requests and distributes budget and financial activity reports for staff review as requested.
6. Maintain revolving fund bank account
7. Prepare and submit required state reports
8. Prepare financial reports or supporting information for governmental reports such as sales and use tax, and state reporting for independent contractors on Form 1099
9. Maintain district inventory system
10. Maintain vendor and contract files
11. Maintain construction project files

Accounts Receivable

1. Process accounts receivable billings and maintain receivables log
2. Receive cash and cash equivalent from a variety of sources.
3. Deposits to banks and County Treasury
4. Reconcile bank statements monthly
5. Cafeteria program deposits

Student Attendance

1. Review site attendance reports monthly
2. Assist with preparation of State attendance reporting

Associated Student Body

1. Monthly Student Body Account review

Human Resources Assistance

1. Assist with New Employee Hiring Processes
2. Process workers' compensation claims and return to work procedures
3. Process employee benefit enrollments and changes
4. Assist with maintenance of personnel files

Other Duties

1. State reporting for Food Service, State Pre-school and/or other programs
2. Prepare journal entries and cash transfer forms
3. Business Manager support
4. Type a variety of materials, such as interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft.
5. Process forms, applications, and/or other paperwork for District Office and programs.
6. Maintain and process information related to assigned operational records by transferring data, calculating totals and subtotals, or compiling summaries
7. Maintain a variety of computerized data collection systems and other records/filing systems.
8. Respond to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.

9. Assist other personnel for the purpose of supporting them in the completion of their work activities.
10. Other duties as assigned

Physical Requirements

Employees in this position must have the ability to:

1. Stand, walk, use hands and fingers to handle or feel objects and talk or hear.
2. Sit for extended periods and frequently squat, bend, stoop, kneel, climb stairs, reach forward and overhead, and push/pull items such as desks, tables or chairs.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal indoor levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly inside, outdoors and on the telephone.
6. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
7. Lift up to 25 pounds to shoulder height and carry objects weighing over 15 pounds.
8. Maintain physical, mental, and emotional stamina to endure work hours under sometimes stressful conditions and constant interruptions.

Work Environment

Employees in this position will normally perform work in an office environment and come in direct and frequent contact with students and the public.

Required Education and Experience

1. High School diploma or equivalent with at least five (5) years experience in accounting, preferably with some experience in a public school district.
2. Experience using technology in an office setting. (Two years preferred)
3. Obtain a score of 80% or better on clerical/computer tests.
4. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance
5. Possession of valid First Aid/CPR Certification

Required Testing

- Pre-employment Proficiency Test on clerical/computer applications, typing (minimum 50 words per minute), English usage, and mathematics.

Desired Qualifications

Previous experience in a school district or government setting

Knowledge of:

1. Practices and terminology of accounting, clerical and office procedures and methods, business mathematics and record keeping.
2. Proper English usage, grammar, spelling, vocabulary, and punctuation.
3. Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
4. Filing systems and records development and maintenance techniques.
5. Standard bookkeeping and record keeping.

6. Microsoft Office including advanced proficiency in Excel, Word, Outlook, and Powerpoint
7. Rules of PERS, STRS, Government Fund Accounting, and health and retirement benefits
8. Sufficient human relations skill to convey technical concepts to others and to exercise patience in frustrating exchanges of information

Ability to:

1. Analyze, prepare, and perform clerical and technical accounting and financial data entry and record keeping activities.
2. Learn the operations, procedures, policies, requirements, and legal procedures of the district.
3. Interpret, understand and apply district policies, procedures, rules and regulations, and both oral and written directions with good judgment in a variety of situations.
4. Work independently, use initiative, and prioritize and coordinate work flow to meet established deadlines.
5. Be accurate and pay attention to detail is essential.
6. Establish, organize, and maintain accurate filing and record keeping systems including a computer data base.
7. Proofread and make mathematical calculations quickly and accurately.
8. Maintain the confidentiality and security of sensitive information and files.
9. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
10. Operate a variety of standard office machines and equipment such as typewriter, calculator, copy machine, telephone, and computer.
11. Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties including students, co-workers, staff, supervisors, and the public.
12. Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on the district proficiency test.
13. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, and disabilities of students, teachers, administrators, and staff.
14. Maintain consistent, punctual and regular attendance.
15. Quickly learn and be able to coordinate multiple tasks.
16. Be a well organized, logical thinker.
17. Ensure the confidentiality of private information.
18. Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

ADOPTED: June 16, 2015

PVESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.

For Office Use Only:

Business Services Technician

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature Date