



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
BUSINESS SERVICES SPECIALIST	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, perform difficult and complex accounting work in connection with the maintenance of financial records at designated District sites; perform a wide variety of functions involved in the maintenance of financial records and other Business Services; participate in the development, modification and maintenance of the District, categorical, or grant budgets; assist in the preparation of related budgetary records and reports; and perform related work as required.

**SCOPE:**

The Business Services Specialist is either directly or indirectly involved in the financial aspects of accounting, budget, payroll, purchasing, financial aid, and/or SRJC Foundation; prepares for and assists with annual audits; resolves budget and accounting discrepancies; audits related work of other District personnel.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Posts financial transactions including transfers, deposits, and journals; determines and posts closing entries at fiscal year end; prepares financial records for annual auditing and reporting purposes.
2. Monitors and maintains appropriate bank balances in District accounts; reconciles general ledger accounts with Sonoma County Office of Education and County Auditor's Office for District funds.
3. Analyzes and interprets investment activity; allocates interest, dividends, gains, losses, fees, unrealized gains and losses, and beneficiary payments; prepares financial statements.
4. Maintains accurate accounting of financial aid and scholarship programs; communicates with Department of Education to resolve student account problems.
5. Reconciles bank statements and researches and resolves discrepancies.
6. Monitors salary and benefits budgets as compared to actual expenditures; identifies and resolves discrepancies between personnel and payroll data systems; ensures budget control by encumbering contract and hourly salaries.
7. Provides supervisors with historical information, accurate fiscal projections, and reports as requested.
8. Develops tentative and adopted budgets; creates spreadsheets, balances revenue and expenditures, performs necessary audits and system rolls, collects information from various departments, and prepares budget documents.
9. Reviews requests for budget transfers and takes action according to District policy.
10. Maintains records for centralized campus budgets and supplies; provides information to administrator(s) as requested.
11. Prepares and processes purchase orders; resolves problems and issues arising from the purchase of supplies, services, or equipment.

**KEY DUTIES AND RESPONSIBILITIES (cont.)**

12. Prepares and monitors Personnel Action Forms for hiring campus employees and ensures budget coverage and adherence to District policies for hiring.
13. Reconciles and deposits funds collected at District sites including student debts, registration fees, transcripts, parking meter money and other funds.
14. Prepares and monitors off-site facility contracts.
15. Audits related work of other personnel.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Perform complex and detailed financial related work; work independently with general supervision; make arithmetic calculations rapidly and accurately; type and operate office machines including a computer and 10-key machine; interpret and apply policies and procedures; set work priorities; communicate effectively in English; follow and give oral and written directions; act as a lead worker to other Classified staff in the area; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

**KNOWLEDGE OF:**

Methods, practices and terminology used in bookkeeping, financial record keeping, and purchasing; modern office practices; spreadsheet and word processing practices and techniques.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

An associate's degree in Accounting or Business Administration.

*Experience:*

Three years of increasingly responsible experience in fiscal record keeping.