

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE: BUSINESS SERVICES SPECIALIST**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of specialized duties in support of an assigned Business Services office; monitor and implement a variety of financial and accounting procedures; train staff in the use of computerized financial system; assure security guidelines and regulations are followed by staff.

**REPRESENTATIVE DUTIES:**

Assist in the implementation of the routing process for purchase orders and requisitions, budget transfers and approvals for the computerized financial system. *E*

Assist in the implementation of accounts receivable cashing and billing procedures. *E*

Update financial and accounts receivable data; input a variety of information into the financial system. *E*

Answer telephones; respond to inquiries and provide assistance to staff concerning the computer system and related policies and procedures. *E*

Provide training to staff in appropriate finance system functions; monitor training presentations to assure proper information is distributed. *E*

Verify and request employee training and access into financial modules; verify and process paperwork for employee access into accounts receivable module. *E*

Receive deposits and monies; assure cashiers are adhering to established procedures; prepare cash boxes; release monetary holds; monitor the processing of cash drawer transactions. *E*

Review, audit and approve requests for issuance of the campus credit card; communicate purchasing restrictions and recommend alternative purchasing options. *E*

Assist in the development, preparation and compilation of annual budget; distribute budget information to various campus departments. *E*

Train, oversee and provide work direction and guidance to assigned staff and student assistants; serve as the primary source of contact for department staff regarding procedures, assignments or budgetary issues; prepare and audit department personnel time sheets. *E*

Prepare and maintain a variety of records and reports related to assigned activities. *E*

Audit, process and report financial transactions; prepare related budget reports. *E*

Participate in a variety of meetings; serve as a campus representative on District committees. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- General accounting, budget and business functions of a school district.
- Operation of a computer terminal and data entry techniques.
- Budget preparation and control.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Preparation and processing of payroll information.
- Laws, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.

**ABILITY TO:**

- Provide training and assistance to campus staff in the operation of the computerized financial system
- Perform a variety of specialized duties in support of an assigned Business Services office.
- Monitor and implement a variety of financial and accounting procedures.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Train and provide work direction to others.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prepare and process payroll information.
- Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree in accounting, business administration or a related field and four years of clerical accounting experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of, or ability to obtain, a valid California driver's license.

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs.  |
| <u>4</u> | j. | Ability to operate office equipment.   |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*