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Business Services Assistant
District Office
Kern Community College District
JOB DESCRIPTION

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Definition

Under the general direction of the Chief Financial Officer, the Business Services Assistant provides administrative and comprehensive paraprofessional assistance in all areas of Business Services functions; independently performs a wide variety of complex tasks. The Business Services Assistant will provide direct administrative assistant support to the Chief Financial Officer, and the Director of Accounting Services.

Examples of Duties

1. Independently manage administrative and office details not requiring the immediate attention of the Chief Financial Officer; compose correspondence and memos related to all areas of Business Services functions.

2. Screen office telephone calls and email; respond to complaints and requests for information on regulations, procedures and precedents relating to assigned responsibilities; receive, route and independently respond to mail.

3. Coordinate and participate in district-wide committees and ad-hoc committees related to financial processes; take and transcribe minutes; disseminate information; follow-up on action items.

4. Provide support to the Chief Financial Officer in the preparation of the annual district budget; disseminate annual budget and audit reports district-wide and to financial and other institutions.

5. Maintain calendar of department activities, meetings and events; coordinate activities with other district departments and offices.

6. Independently obtain background information and draft language for all consent Business Services items for the board agenda including requests to declare items for surplus property; assist various departments with proper wording for board actions.

7. Complete and disseminate all pertinent legal paperwork as approved by the Board including, but not limited to contracts, notices of completion, and leases. Independently obtain, interpret and compile information from other departments and colleges to prepare and process a variety of state-required reports and forms. Maintain report calendar to facilitate timely filing of reports.

8. Assist in development of documents and agendas for Board of Trustee Finance & Audit sub-committee meetings.

9. Organize and maintain complex and confidential filing systems.

10. Proficiently use a computer in a variety of programs including BANNER, Microsoft Word, Excel, Access, PowerPoint, BoardDocs and Adobe Acrobat DC. Organize and maintain electronic file storage.

11. Maintain Business Services Web pages and fillable forms.

12. Process renewal of real property leases for Board approval in a timely manner. Ensure that Lessor's Exemption Claim Forms are filed timely with the proper county assessor's office. Prepare lease purchase agreements for submittal to Board. Maintain files of all leases and lease purchase agreements.

13. Coordinate and arrange travel accommodations for Chief Financial Officer, Director of Accounting Services, and department staff.

14. Participate in ongoing training for Business Services staff in computer and software programs to include professional development.

15. Process invoices for payments of consultants, bank charges, bond charges, and other miscellaneous debts for the department.

16. Maintain and track Bank, Investment, Bond and other agreements as assigned.

17. Maintain and track assigned Business Services' employee absences; follow-up on absence slips not reported.

18. Retain registration and title documents; process required paperwork with the Department of Motor Vehicles for issuance of exempt registration and transfer of ownership.

19. Other duties as assigned related to the position.

Minimum Qualifications

- Associate of Arts degree or four (4) years of increasingly responsible experience in a Business Services office environment.

- Four years of increasingly responsible administrative and clerical experience including two years in an educational setting.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Knowledge of modern office practices and equipment; knowledge of computer technology including various software packages to include MS Office 365; effective use of Windows-based programs; ability to instruct staff in a variety of areas; independently interpret and compile information to prepare clear and concise memos, reports, and spreadsheets; ability to interpret and communicate in the absence of specific instruction; knowledge of contractual language; and ability to maintain complex records.

- Knowledge of the functions and organizational relationships and policies of the District; and ability to establish and maintain productive working relationships.

- Ability to link contracts to board actions.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
4	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a confidential position. This position has access to and participates in the bargaining unit negotiation process.

Signatures/Approval

_____   _____
(Employee's Signature)   (Date)

_____   _____
(Supervisor's Signature)   (Date)