

Business Services Assistant
District Office
Kern Community College District
JOB DESCRIPTION

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. Provides direct administrative assistant support to the Chief Financial Officer, and the Director, 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 Business Services items for the Board agenda including requests to declare items for surplus property; assist various departments with proper wording for board actions and coordinate items from campuses; prepare cover memos to the Board.
7. Complete and disseminate all pertinent legal paperwork as approved by the Board including, but not limited to contracts, notices of completion, leases and liability claims.

Examples of Duties (continued)

8. 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.
9. Record and maintain inventory of fleet vehicles; retain registration and title documents; process required paperwork with the Department of Motor Vehicles for issuance of exempt registration and transfer of ownership; notify insurance carrier of all transactions to furnish coverage for vehicles.
10. Collect, organize and prepare information to provide Certificates of Insurance confirming comprehensive property and liability insurance coverage as required by various grants, contracts and for use of facilities owned by others. Provide Certificates of Insurance for various events and activities both on and off campuses. Obtain essential information from campuses to coordinate liability insurance protection for works of art displayed in campus art galleries.
11. Serve as liaison between liability insurance carrier (SISC) and all campus departments involved in claims to produce necessary documentation for processing property damage and physical injury claims; process and submit confidential information for all claims to insurance carrier; maintain suspense files related to timely denial of tort claims, facilitate purchases to replace lost property; recover expenses from insurance carrier; process payment of insurance deductibles; process reimbursements from insurance carrier.
12. Organize and maintain complex and confidential filing systems.
13. Proficiently use a computer in a variety of programs including BANNER, Microsoft Word, Excel, Access, PowerPoint, and the Net. Organize and maintain disk storage and filing.
14. 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.
15. Coordinate and arrange travel accommodations for Chief Financial Officer, Director of Accounting Services, and department staff.
16. Participate in ongoing training for Business Services staff in computer and software programs
17. Review all contracts and agreements for accuracy, including term insurance indemnification, and proper wording prior to submission to the Board and the Chief Financial Officer. Maintain files of all contracts and agreements; maintain database of contracts/agreements going forward to the Board and being returned to agencies for counter signatures.

Examples of Duties (continued)

18. Process invoices for payments of consultants, bank charges, bond charges, and other miscellaneous debts for the department.
19. Supervise all student workers in the area; submit payroll and supervise duties.
20. Maintain and track all Business Services employee absences; follow-up on absence slips not reported.
21. Other duties as assigned.

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 contracts; knowledge of computer technology including various software packages; ability to effectively use windows, word-processing; powerpoint; and spreadsheet programs; ability to instruct staff in a variety of areas; ability to independently interpret and compile information to prepare clear and concise memos and reports; ability to interpret and communicate independently in the absence of specific instruction; and ability to maintain complex records.
- Knowledge of the functions and organizational relationships and policies of the District; and ability to establish and maintain effective working relationships.

Knowledge and Abilities (continued)

- Ability to review and understand contracts and agreements for proper wording, accuracy, and applicable laws; ability to link contracts to board actions.
- Ability to understand property and liability claims and issues.

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)