GATEWAY UNIFIED SCHOOL DISTRICT
4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: **BUSINESS SERVICES TECHNICIAN**
DEPARTMENT: **BUSINESS SERVICES – DISTRICT OFFICE**
REPORT TO: **DIRECTOR OF BUSINESS SERVICES**
RANGE: **D**

DEFINITION:
Under the supervision of the Director of Business Services, performs complex and responsible administrative and accounting services in the areas of student attendance, accounts receivable, liability insurance, revolving cash accounts, Student Body funds, retiree insurance, general ledger entries, bank reconciliation, collective bargaining, Time Survey Program coordination, budgeting, and charter school oversight. Serves as a personal secretary to the Director and acts as the office manager for the department, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details.

DISTINGUISHING CHARACTERISTICS:
This is a confidential position requiring a high degree of organizational planning, the performance of high level administrative duties and tasks requiring the exercise of independent initiative, knowledge, judgment and tact.

ESSENTIAL FUNCTIONS:
1. Responsible for preparing State Attendance Reports and other attendance reports as requested; collecting and analyzing attendance data and maintaining district attendance calendar.
2. Reviews school site accounting procedures to ensure compliance with District policies and procedures, including Student Body accounting and Attendance accounting; advise appropriate staff when corrective action is needed.
3. Responsible for Accounts Receivables; records and invoices, reconciles accounts receivable to general ledger, prepares and follows up on invoices and billings.
4. Receives, prepares and processes all payments/deposits for the District.
5. Responsible for District and Student Body Revolving Cash accounts; preparing checks and disbursements.
6. Responsible for District and Site Petty Cash; reconciles and processes replenishments.
7. Responsible for monitoring, issuance and compliance of District U.S. Bank Cal Card credit card program.
8. Monitors Scholarship and Student Body funds; reviews and processes deposits and expenditures to verify balances of funds available.
9. Maintains and updates all Liability Insurance records.
10. Maintains file of student accident reports from the school sites.
11. Posts, prints and distributes district-wide purchase orders.
12. Prepares and posts monthly transportation and work order journal entries.
13. Maintains confidential records for District retiree health insurance program; prepares and distributes annual open enrollment insurance information and processes monthly retiree payments.
14. Processes and monitors driver applications for appropriate compliance, including required insurance limits.
15. Performs monthly bank reconciliations for various accounts.
16. Coordinates annual District audit and acts as the liaison between the audit team and District.
17. Calculates and monitors instructional minutes.
18. Maintains the Director of Business Services calendar; schedules and coordinates appointments.
19. Maintains efficient files for the Business Services Department.

ESSENTIAL FUNCTIONS (cont):

20. Processes requisitions related to Business Services and other departments when needed.
21. Assists in calculations and preparing confidential material related to collective bargaining.
22. Develops spreadsheets and generates various computerized reports and statements; assures accuracy of input and output data.
23. Acts as the back-up to the Account Clerk/Accounts Payable position.
24. Responsible for Charter School oversight to ensure compliance with rules, regulations, policies and state and federal laws and to monitor procedures, practices, and timelines with regard to fiscal and business operations.
25. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Ability to pass the General Clerical Exam administered by the district at the 70th percentile or above.
2. Ability to pass the Gateway Unified School District typing test at a net rate of 60 words per minute.
3. Ability to communicate effectively with staff, board members, parents and community at large with a broad range of experience and knowledge.
4. Knowledgeable in business practices and policies through California Ed Code, collective bargaining agreements, directives and board policies.
5. Excellent mechanical skills; accurate typing; extensive and up-to-date knowledge of business terminology, including vocabulary, grammatical usage, punctuation and report presentations.
6. Knowledge of and ability to use modern office practices, procedures and standard office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Ability to self-start in performing responsible, complex administrative and accounting work.
9. Ability to learn and interpret school district rules, regulations, policies and state and federal laws.

DESIRED QUAIFICATIONS:

1. Previous school experience.
2. Knowledge of school district accounting procedures.
3. Knowledge of legal requirements of school business practices.
4. Knowledge of California School Accounting Manual.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

1. High school diploma or the equivalent.
2. Three (3) years' experience in administrative work of a responsible nature, preferably requiring frequent contact with the public.