

# HAMILTON UNIFIED SCHOOL DISTRICT

## Job Description

### JOB TITLE: Business Services Technician

SALARY RANGE:	Range 16	DIVISION:	Classified
DEPARTMENT:	District Administration	LOCATION:	District Office
REPORTS TO:	District Chief Business Official	WORK YEAR:	12 Months
APPROVED BY:	Governing Board	DATE:	December 14, 2022

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**SUMMARY:** Under the direction of the District Chief Business Official, the Business Services Technician performs a variety of clerical duties involved in maintaining and reviewing financial records, such as, but not limited to, purchase orders, invoices, hardcopy and electronic, vendor agreements, ordering District supplies for all employees, paying District bills, completing deposits, and other related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other related duties may be assigned.*

1. Receive, sort and organize a variety of financial documents, including purchase orders, bills, invoices, vendor agreements, and payments and review documents received for accuracy and completeness.
2. Type, code, and file all financial documents and distribute to appropriate personnel.
3. Confer with vendors by US mail, Email, and telephone to ensure accuracy of orders.
4. Provide assistance to staff, track, and maintain maintenance agreements on equipment, track subscriptions and memberships, and coordinate with subscription service and directly with vendors.
5. Process payments for purchase orders, invoices requiring payment, reimburse employees for fees, including TB testing and fingerprinting; and disburse payment to parties involved.
6. Prepare open purchase order reports, confirm delivery of purchases, ensure that all orders are complete and accurate, and maintain inventory/lists of assets purchased that require District tracking.
7. Establish and maintain files and records related to assigned functions, participate in the maintenance of various computer files and records, and input and retrieve a variety of fiscal and statistical information using a computer terminal.
8. Assist with District audits.
9. Assist in Associated Student Body (ASB) accounting oversight, deposits and audit preparation.
10. Prepare and pay a variety of tax documents, fuel tax documents and sales/use tax documents
11. Reconcile all district checking accounts and ASB accounts.
12. Manage various credit card accounts and distribute credit cards to appropriate staff members when approved and necessary.
13. Manage scholarship accounts, process payments and maintain accurate award listings.
14. Purchase and receive items and/or services and distribute as appropriate.
15. Bargain with vendors for best pricing.
16. Create and distribute reports for staff members as requested for available balances of funds in accounts.
17. Invoice school sites and departments for various costs, i.e. printer copies, transportation.

18. Create cash deposits.
19. Prepare travel and conference accommodations for staff members as needed.
20. Bill out receivable accounts related to district transportation fuel costs; create and mail invoices and track payments.
21. Complete returns, request credits, set up new vendors in accounting system, use tax accounts and 1099 process.
22. Follow purchasing protocol; receive packages and distribute to requestors and obtain proof of delivery on all items.
23. Perform related duties and responsibilities as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

1. Basic bookkeeping principles.
2. Standardized Account Code Structure (SACS) desired.
3. Principles and procedures of filing, record keeping and audit requirements.
4. Modern office procedures, methods, and computer equipment.
5. Alpha, numerical, and subject matter filing systems.
6. Basic mathematical principles.
7. Principles and practices of data collection and basic report preparation.
8. Type at 30 words per minute.
9. How to efficiently and effectively use Microsoft Office programs: Word, Excel, etc.

**Ability to:**

1. Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
2. Learn and understand the organization and operation of the District necessary to assume assigned responsibilities.
3. Perform basic clerical accounting work, including maintaining appropriate files and compiling information for reports.
4. Create spreadsheets for projects and weekly, monthly and yearly tasks.
5. Perform comparisons of data quickly and accurately.
6. Maintain a variety of records and files.
7. Perform routine arithmetic calculations with speed and accuracy.
8. Understand and carry out oral and written instructions.
9. Communicate clearly and concisely, both orally and in writing.
10. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or General Educational Development (GED) equivalency certificate is required. One-year related experience and/or training or equivalent combination of education and experience is required.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and effectively present information in one-on-one and small group situations to students, parents, and other employees.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

**CERTIFICATES AND LICENSES:** Valid California Driver's License (required by the first day of service).

**PHYSICAL DEMANDS:** The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move thirty (30) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing this job functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.