

JOB DESCRIPTION

San Diego County Office of Education

BUSINESS SUPPORT ASSISTANT I

Purpose Statement:

Under general direction, the Business Support Assistant I performs a wide variety of complex administrative office/secretarial, fiscal, and budget functions in a complex program or business office.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Distinguishing Characteristics:

This position differs from those in the Administrative Assistant series in that this classification has primary responsibility for ongoing, day-to-day fiscal management functions of an assigned program or for technical and complex fiscal or budget functions in a business office in addition to the complex administrative support functions. It is distinguished from Business Support Assistant II in that the scope and breadth of the II level assignment extends to the entire division and therefore requires an in-depth understanding of business services functions in order to independently perform complex analytical tasks related to reporting, presenting information, and ensuring compliance.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Functions as the lead secretarial/administrative support for office operations of a complex program or business office.
- Explains administrative and fiscal policies and procedures to staff and the public.
- Makes recommendations on the development of program budgets; prepare preliminary budgets.
- Ensures compliance with established policies, regulations and legal requirements; study, plan, direct, and coordinate the development and implementation of systems and procedures used to collect fiscal or budget data.
- Reviews data collected for consistency, accuracy, and compliance with state and federal laws; prepare a variety of comprehensive fiscal and budget reports.
- Creates, maintains and interprets complex spreadsheets.

- Calculates revenue allocations and disburses funds in accordance with legal requirements; prepare invoices for school districts, private schools, and other agencies for services provided.
- Develops, audits and verifies excess cost billing reports and procedures; compose, edit, and prepare correspondence, bulletins, booklets and special reports; organize and conduct meetings relative to fiscal matters.
- Arranges and schedules a variety of meetings, conferences, and events; take and transcribe difficult and complex minutes of administrative meetings.
- Organizes and maintains operational records, files and supplies and other departmental information.
- Monitors administrative and fiscal systems and procedures to ensure adequate controls; assists in the design, improvement or update of administrative and fiscal systems and procedures.
- Screens and routes mail, phone calls and office visitors; organizes clerical functions and leads the work of assigned clerical and secretarial staff.
- Operates computers and related software and standard office machines such as 10-key adding machine and calculator.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Budgetary and accounting principles;

Fiscal management;

California Education Code and other related laws and mandates;

Modern office practices

Equipment and software including applications to develop spreadsheets, PowerPoint presentations and complex reports;

Secretarial practices;

Business correspondence;

Filing systems;

Proper English grammar, usage and spelling.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Adhere to school district accounting principles;

Compile and interpret financial data;

Accurately prepare detailed financial reports;

Understand and explain related administrative and fiscal regulations, policies and procedures;

Advise others and make recommendations;

Keyboard accurately at speed sufficient to perform assigned tasks;
Accurately perform arithmetic computations;
Operate standard office equipment including computers and software used in the course of business;
Make decisions on procedural matters with limited supervision;
Meet required deadlines;
Follow oral and written instructions;
Establish and maintain effective working relationships with staff members, other departments, and the general public;
Communicate effectively orally and in writing;
Prepare accurate and concise correspondence and reports;
Plan, and direct the work of others with minimum supervision.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: College level coursework in accounting, finance or related field; and

Experience: Two years of progressively responsible related experience; or

Equivalency: A combination of education, training and experience which clearly demonstrates possession of the knowledge and abilities described below. An example of qualifying education and experience would be: college level coursework in accounting, finance or related field and a minimum of two years of progressively responsible related experience.

Required Testing

N/A

Certificates, Licenses, Credentials

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 058

Personnel Commission Approved: 10/05/2011

Revised: 12/2014; 09/2021; 12/2024