

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUSINESS SERVICES ASSISTANT (Range 21)

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide assistance through varied and complex administrative, secretarial and clerical services related to Business Services and its multiple departments. Provide support for multiple administrative and technical staff in departments including accounting, attendance accounting, budget, payroll, and purchasing requiring specialized knowledge and independent judgment related to each specific area. Assist in the timely operations of Business Services necessitating smooth transition and process flow from one area of the Business Services Department to the next; coordinate flow of communications for assigned supervisors. Perform a wide range of administrative activities in support of District-wide activities.

REPRESENTATIVE DUTIES:

Provide assistance through varied and complex administrative, secretarial and clerical duties related to multiple departments of Business Services. Provide support for multiple administrative and technical staff in departments including accounting, attendance accounting, budget, payroll, and purchasing requiring specialized knowledge and independent judgment related to each specific. Assist in the timely operations of Business Services necessitating smooth transition and process flow from one area of the Business Services Department to the next; coordinate flow of communications for assigned supervisors. Perform a wide range of administrative activities in support of District-wide activities *E*

Perform complex duties for Business Services departments in specific areas such as accounts payable, accounts receivable, budget, purchasing, attendance, mandated cost, associated student bodies and payroll. Provide specialized assistance as needed such as processing purchase orders, processing position control during budgeting, paying accounts payable invoices during year-end and processing time cards for payroll. Assist in maintaining the district-wide communications device program. Assist with the procurement card program. *E*

Prepare, update and maintain a variety of records, lists, share file, manuals and specialized reports related to the specific departments and assigned activities including confidential materials. Verify, review and post information, assure completeness and accuracy. Assure confidentiality of all information and records. *E*

Perform a variety of functional responsibilities in support of the assigned area, including but not limited to; purchase requisitions, posting deposits, transfers, invoices, and work orders, issue checks, reports, and inter-office communications. Perform secretarial and clerical duties including filing and ordering of supplies. Monitor and track department budget and inventory records. Administer payroll, attendance and leave activity for the assigned departments. *E*

Assist in the processing of year-end reports; input and process 1099s. Research and compile a variety of information; prepare reports and assist in year-end and other mandated audits. Assist in revising, modifying or developing procedures and forms related to assigned and specialized areas. ***E***

Communicate with the public, schools, departments and District staff to provide assistance, information and direction. Assist in the training of District personnel. Resolve problems as appropriate; refer difficult situations to a manager. ***E***

Be responsible for clerical duties including duplicating, scanning and filing, preparing reports and correspondence, and providing technical and clerical assistance to Business Services staff as needed. ***E***

Attend a variety of meetings and workshops. ***E***

Perform related duties as assigned. ***E***

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies, practices and terminology.

Policies, procedures and processes pertaining to Business Services and its departments.

District-wide software applications including financial, attendance, student information, payroll and purchasing.

Software applications used for word processing, spreadsheets, databases, document imaging and document formatting.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Telephone techniques and etiquette.

English usage, grammar, spelling, punctuation and vocabulary.

Technology and other office equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Business letter and report writing techniques.

Statistical typing and record-keeping.

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ABILITY TO:

Learn and apply policies, procedures and processes used in Business Services and its departments.

Perform a variety of support duties related to Business Services and its departments.

Process and maintain a high volume of documents, reports, information and materials.

Effectively communicate in oral and written form.

Interact with others with courtesy and respect.

Understand and follow oral and written instructions, work rules, regulations and procedures.

Plan and organize work.

Meet schedules and time lines.

Add, subtract, multiply and divide quickly and accurately.

Operate technology equipment and other standard office equipment.

EDUCATION AND EXPERIENCE:

Graduation from high school and two years of administrative, secretarial or clerical experience in an educational institution.

WORKING CONDITIONS:

Office environment.

PHYSICAL ABILITIES:

Seeing to read various materials.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard and all other office equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching above head.

CERTIFICATES AND LICENSES:

Valid California Drivers License and driving record acceptable to the District's insurance partners.