

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE: BUSINESS SERVICES SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Business Services, performs routine and specialized accounting and payroll functions; prepares routine accounting reports; and does other related work as assigned. Assures compliance with State and federal regulations and District policies.

### **RESPONSIBILITIES:**

- Assists the Director of Fiscal Services with various business office functions, including development and implementation of the annual budget.
- Performs financial record keeping operations related to the District's various accounting and record keeping systems and procedures.
- Assembles, tabulates, calculates, verifies, processes and files accounting data.
- Processes documents involved in fiscal transactions.
- Prepares bank deposits; posts to journals and the general ledger; may assist in the preparation of trial balances and financial statements; may reconcile bank statements.
- Prepares routine accounting reports such as cash collections, assists in preparation of federal, state and district reports.
- Establishes and reconciles accounts receivable; prepares invoices and monitors receipts of payment.
- Prepares financial spread sheets.
- Assists in generating purchase orders; encumbers purchase orders.
- Posts checks, balances and adjusts accounts pertaining to proper payment of invoices including encumbrances, expenditures and receipts.
- Makes arithmetic calculations and verifies computations.
- Operates office machines; tabulates, verifies and posts inter-program and inter-fund accounts; performs data entry.
- Types correspondence, receives and sorts mail.
- Performs related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Legal provisions governing school district financial transactions.
- Methods and practices of school district bookkeeping, financial record keeping, and audits.
- Financial and purchase record maintenance systems and procedures.
- Operation of computer terminals and office equipment.
- Data processing techniques and practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operation, policies, goals and objectives.
- .Interpersonal skills using tact, patience, and courtesy.

#### **ABILITY TO:**

- Accurately perform complex accounting functions with minimal supervision.
- Prepare, review, and analyze financial statements and related summaries and reports.

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*Approved by Board of Trustees – December 17, 2003*

- Make complex arithmetical calculations with speed and accuracy.
- Operate bookkeeping and office machines including computer terminals.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Type at a corrected speed of 45 words per minute.
- Establish and maintain cooperative working relationships.
- Apply laws, District policies, rules and regulations affecting the District accounting activities.
- Analyze situations accurately and adopt an effective course of action.
- Maintain a variety of specialized and basic records, reports and files.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

### **QUALIFICATIONS:**

- Any combination equivalent to graduation from high school supplemented by coursework in accounting or bookkeeping.

### **EXPERIENCE:**

- Three years clerical accounting experience maintaining automated financial and statistical records or closely related field.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Office environment.

#### **PHYSICAL DEMANDS:**

- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.

### **TERMS OF EMPLOYMENT:**

Twelve month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

### **SALARY:**

Placement on the Classified Salary Schedule on Range 40