BUSINESS SERVICES ASSISTANT

DEFINITION

Under direction and with minimum supervision, to perform complex technical functions including accounting, budgeting, and other financial analyses within a department of the business services area. Apply sound business and risk management practices in the development or analysis of contracts, insurance programs and claims, and special projects, as assigned.

TYPICAL DUTIES

Provides technical assistance in the analysis of contracts, insurance, workers' compensation, asset management, and other fiscal projects within a designated business services department and to other departmental staff. Assists in the maintenance and/or development of new or revised operating procedures for new or modified programs, legislative changes, and district policies and regulations. Assists in the improvement of district fiscal processes and procedures in such areas as the basic financial system, management information system and internal accounting controls. Assists in analyzing, interpreting, and implementing environmental and safety policies and regulations to ensure compliance with various federal, state, and local laws and regulations. Analyzes district procedures to ensure compliance with governing board policies, Education Code provisions, and other state, federal and miscellaneous regulations. Participates in the annual closing and reopening of the district's books and accounts for selected district funds; prepares required analyses, working trial balances and other schedules required for the district's annual audit; prepares various financial reports and special project reports which may involve accounting, budget, statistical analysis, payroll, contract administration, and general insurance matters. Assists in the development of specifications and develops microcomputer applications such as spreadsheet, database, and word processing applications. Serves as a lead for other clerical personnel. Assists in the organization and workflow of the department. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the wide latitude given for independent judgment and initiative for resolving problems within a major area of responsibility. These positions are typically assigned to the general services, business or administrative department, and other business areas where the technical nature of the job requires in-depth understanding of these functions.

QUALIFICATIONS

EXPERIENCE/EDUCATION

A Bachelor's degree with a major in business or public administration, economics, insurance, business law, accounting or a related field from an accredited college or university plus one year of technical experience in the business area, finance, business administration, and/or accounting, including experience in data processing applications OR satisfactory completion of 60 units of course work which includes business related courses, business and contract law, business administration, elementary accounting, and data processing with three years increasing responsible experience in the business environment.

KNOWLEDGE OF
Sound business and risk management practices, business law, general and governmental accounting principles; state and federal environmental and safety compliance matters, methods and practices of financial and statistical calculations; and data processing applications in a business environment.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

Perform the basic functions of the position; analyze and monitor contractual agreements and insurance matters; resolve problems quickly and efficiently; learn and interpret laws, rules, regulations and policies and apply them to specific cases; prepare clear, complete and concise financial and other business reports, analyze financial data and draw sound conclusions; apply data processing applications to accounting functions and other financial or statistical activities; assist in the design and development of financial and accounting computerized systems; perform and develop spread sheets and data base applications; manipulate keyboards and operate microcomputers and other equipment used in the area of assignment; establish and maintain cooperative relations with those contacted in the course of work; communicate in an acceptable business manner.