

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE: Business Services Technician I
SALARY PLACEMENT: Confidential Employee Salary Schedule

SUMMARY:

Under the supervision of the Fiscal Operations Manager, the Business Services Technician I is responsible for performing a variety of accounting and fiscal operations functions, including accounts payable and receivable; compiling and maintaining data; reconciling student body records, and preparing district deposits, generally auditing, maintaining, and processing financial records, journals and reports related to assigned areas of expertise in accord with Board Policy, Administrative Regulation, and State Accounting Manual parameters.

SUPERVISOR:

This position reports directly to the Fiscal Operations Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Create and prepare spreadsheets to assist with financial analysis.
2. Prepare and process vendor warrants in accord with District policy and contracts.
3. Audit pay requests and verifies receipt of service and/or product in accord with purchase contract.
4. Organize, prepare, and maintain comprehensive vendor payment records.
5. Assist with district-wide computerized fixed asset inventory system.
6. Prepare, organize and reconcile accounting budget, and other reports, including 1099 reports and reconciliations, student body band statements, and incoming cash receipts.
7. Prepare and process State and Federal reports as required.
8. Reconcile and verify accounting and statistical records related to assigned area of expertise.
9. Review accounts receivable items, reconcile, and prepare customer invoices.
10. Generate and analyze aging reports to track outstanding accounts receivable balances and follow-up accordingly.
11. Maintain filing and record systems.
12. Prepare district-wide deposits, and related budget entries.
13. Assist other business office staff.
14. Other duties as assigned.

KNOWLEDGE OF:

- Office management principles, methods, and procedures
- Relevant State and Federal laws, regulations and procedures
- School business terminology with emphasis on accounts payable and receivable transactions
- Contract labor and lien processes and procedures
- Accounting and computer terminology
- Computer applications, particularly electronic spreadsheet and database

ABILITY TO:

- Effectively utilize standard computer applications and business office equipment
- Display knowledge and understanding of accounting and auditing standards
- Plan and establish priorities and simultaneously perform a variety of accounting and budgeting activities
- Communicate effectively with a diverse base of individuals
- Work efficiently under stringent time deadlines

- Prepare and present clear and concise reports
- Establish and maintain cooperative working relationships and communicate effectively with those contacted in the performance of required duties
- Learn the Standardized Account Code Structure (SACS) of the District
- Perform complex mathematical calculations with speed and accuracy

EDUCATION:

Combination of education and training equivalent to two years of college with focus in accounting, record keeping, and computer application principles and practices.

EXPERIENCE:

Two years of increasingly responsible technical accounting experience.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate skills test for this position with a grade of 80 percent or better.

PHYSICAL REQUIREMENTS:

The physical demands described 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 talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: June 20, 2001

Revised: July 15, 2009

Revised: May 15, 2024

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.