

**BUSINESS SERVICES TECHNICIAN**

**DEFINITION**

Performs complex clerical and technical work in the operation of various business services, including the following: purchasing, budgeting, account payables, contracts and risk management.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the Manager of Business Services.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

**EXAMPLES OF DUTIES**

Monitors the Oracle on-line purchasing system, including conducting budget validation and coordinating work with other business service technicians and the accounts payable department.

Assists in the administration of the purchase order process.

Places orders and reconciles district credit card purchases.

Assists in maintaining and tracking district contract documents.

Review and encumbers travel and conference requests for district employees.

Prepares claims for filing with the State for reimbursement on construction and scheduled maintenance projects.

Monitors and tracks duplicating requests and administers out sourcing when required.

Assists in the processing and tracking of construction change orders and pay applications.

Assists in the final closeout and archiving of construction documents.

Assists in the purchasing of supplies and materials.

Assist with warehouse material inventory and distribution.

Advise and assist college staff regarding policies and procedures pertaining to District business services.

Maintains and secures a variety of financial, accounting, and listings files.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties and participates on special projects as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Spreadsheet and database software.

General principles, practices and methods of accounting and auditing.

General office procedures.

Recordkeeping procedures.

### **Ability to:**

Research, analyze and interpret a variety of data and make appropriate recommendations.

Devise improvements in financial and general administrative procedures.

Communicate effectively and work cooperatively with a diverse student population, contractors, vendors, faculty, staff and the public.

Learn and interpret rules, policies and procedures affecting district operations.

Coordinate simultaneous projects.

Develop, maintain and compile accurate records.

Interview, train, and provide work direction to student workers.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Associate's degree from an accredited college with coursework in Business Administration, Accounting or a related field from an accredited college or university.

Four years of increasingly responsible experience in contracts or purchasing and computer software experience.

### **Desirable:**

Graduation with a Bachelor's degree from an accredited college in Business Administration, Accounting or a related field from an accredited college or university.

Experience in a governmental agency.

Work experience in a college environment.

Experience with an Enterprise Resource Planning (ERP) system (Oracle).