



PITTSBURG UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES TECHNICIAN

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision to perform a variety of complex technical accounting and purchasing work in support of Business Services Operation.

DISTINGUISHING CHARACTERISTICS:

Positions in this class must work independently with minimal supervision. A major characteristic is a recognized functional responsibility for a relatively complex but homogeneous set of accounting and purchasing records. Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment, pleasant rapport, and adaptability on the part of the incumbent. This position requires the use of a high degree of tact in human resource situations in solving day-to-day problems.

EXAMPLES OF DUTIES:

- Independently maintains a complete set of financial records
- Audits vendor invoices for accuracy, proper extensions, taxes discounts and totals
- Coordinates invoices with purchase orders
- Initiate payment of verified invoices and maintains payment history
- Processes purchase orders; informs others of changes or cancellations
- Follows up on shortages, damaged items and other discrepancies
- Prepares packing lists for items to be returned
- Reviews purchases made on blanket purchase orders
- Operates data processing and other equipment
- Encumbers purchase orders
- Responsible for the Board list
- May conduct routine correspondence independently
- May contact other agencies, schools and staff to discuss and resolve financial records, transactions and discrepancies
- Reconciles outstanding purchase orders to control ledger
- Invoices and arranges facilities usage
- Provides secretarial services to the Finance Director and clerical support to the Purchasing/Accounting Supervisor
- Receives financial documents, screens for accuracy and adheres to legal and procedural requirements and carries out steps to insure or authorize payments or delivery
- Attends meetings, operates personal computer and mainframe computer
- Responsible for recording and maintaining inventory records
- Is responsible for the operations of the mail room and its services
- Performs all other related duties as assigned

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DESIRABLE QUALIFICATIONS:

Knowledge Of:

- Laws and regulations governing school accounting and purchasing procedures
- Methods and practices of accounting record keeping
- Office methods and procedures
- Software applications such as Windows, Lotus, Excel, and database programs
- Inventory methods and procedures
- Inventory and record keeping procedures associated with purchase orders

Ability To:

- Make arithmetical computations rapidly and accurately
- Operate office equipment, such as, adding machines, calculators and computers
- Receive and process phone inquiries requiring a high degree of tact with a pleasant rapport
- Prioritize work to meet deadlines
- Compile and maintain accurate and complete records and reports
- Read and understand accounting records and reports
- Understand and carry out oral and written directions
- Type at a net corrected copy of 55 words per minute from clear copy
- Establish and maintain cooperative and effective working relationships with staff, vendors and the general public
- Learn the technical and mandatory procedures used in purchasing operation

Experience:

Three years of responsible experience in maintenance of accounting, purchasing or statistical data.

Education:

High School Diploma, preferably supplemented by courses in financial record keeping or informal education sufficient to facilitate performance of job duties. Approved courses or equivalent background in purchasing department work.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

Salary:

Classified Salary Schedule: Range 35

Board Adopted: 10/12/94

Updated 3/30/07