

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Business Services Coordinator

Department: Business Services

Location: EVC or SJCC

Date: 6/14/2011

POSITION PURPOSE

Under general supervision of assigned administrator, performs a variety of administrative and secretarial support activities. Office duties include: coordinate campus facilities requests by internal and external groups; assist students with outstanding tuition balances; provide clerical and support services for the Administrative Services Office.

KEY DUTIES AND RESPONSIBILITIES:

1. Coordinate campus facilities and rental arrangements. Act as liaison between potential facility users and the campus (including affected departments) schedules facilities for special events, write and issue permits, collect and file indemnification and insurance forms, invoice for and rental and/or direct cost fees.
2. Analyze, investigate, resolve and collect student fees; act as Bursar; place and remove holds, and set up payment plan for students.
3. Assist supervisor preparing grant reports.
4. Maintain departmental budgets; make budget transfers, create purchase orders, and pay vendors.
5. Oversee, review and analyze transactions including processed by others for accuracy, proper account coding or classification and allocation; follows up with vendors, suppliers, and agencies to reconcile transactions.
6. Assist supervisor in preparing accounting reports, documenting adjustments to account balances, detailing the transaction trail for audit purposes; assist internal and external auditors with the review of financial records and transactions.
7. Reconcile campus department deposits, include cosmetology, dental, library, ceramics, Admission and record. Reconcile cash bags and deposit them in a timely manner.
8. Maintain event schedule on web and interact with neighborhood associations related to facilities and campus events. Maintain campus van schedule.
9. Check-in/disburse payroll and reimbursement checks with use of related database modules; preparation and collection of advances. Coordinate matter with the District Office personnel.
10. Disburse petty cash and athletics meal money for the campus, reconcile and prepare reimbursement requests.
11. Prepare changes funds and reconcile cash report for Athletic & special events. Maintain cash boxes; make bank deposits; interact with bank staff regarding checking and scholarship accounts.
12. Provide and process agreements; edit and maintain agreements; monitor expiration dates, inform appropriate executive staff.

13. Assist staff and students to file lost warrants related to financial aid, payroll and reimbursement checks.
14. Perform a variety of administrative, secretarial, and clerical support functions for assigned office activities; independently prepare and send correspondence; respond to letters and general correspondence of a routine nature; prepare reports and graphic materials as assigned.
15. Provide staff support on a variety of boards and committees, prepare agendas and other material; prepare minutes and distribute.
16. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Organization, time management and standard office procedures.
2. Advanced principles and procedures of record keeping and reporting.
3. Generally accepted financial accounting methods, practices, and college/program accounting practices and procedures.
4. Modern office procedures, methods and computer equipment.
5. Computer-aided spreadsheets, sufficient to prepare templates and financial reports.
6. Math skills sufficient to perform complex computations and statistics.
7. English usage, spelling, grammar and punctuation.

Skills and Ability to:

1. Logistics skills sufficient to assist with facility use coordination.
2. Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.
3. Interpret and apply administrative and departmental policies, procedures, laws and regulations.
4. Work independently in the absence of supervision.
5. Prepare reports and communications, compile and maintain sensitive records.
6. Independently prepare correspondence and memorandums.
7. Manage and maintain multiple budgets.
8. Exercise patience and discretion in communications with others inside and outside the organization.
9. Communicate technical concepts to others, as needed.
10. Trial balance financial summaries, account adjustments, prepare custom reports using spreadsheets and relational databases.

11. Analyze accounting procedures and recommend improvements to document processing and automated systems and controls.
12. Understand and apply practices and methods used in financial auditing.
13. Initiate and conduct research, complete complex arithmetic computations, solve technical problems associated with financial transactions.

Experience and Education:

1. Equivalent to completion of the twelfth grade supplemented by college coursework in Accounting, Business, Finance or related field.
2. Two years' experience involving the preparation and maintenance of accounting, financial and budget information.
3. Administrative (clerical) experience involving heavy public contact and providing primary support to management staff.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

Licenses and Certificates:

1. Possession of a valid California Class C driver's license.

DESIRABLE QUALIFICATIONS:

1. Bachelor's degree in Accounting, Business Administration, Finance or related field.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person.
2. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operation of office equipment required repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Board Approved: June 4, 2011

Salary Range: 100

EEO Category: 2B3 – Technical/Paraprofessional