

PALOMAR COMMUNITY COLLEGE DISTRICT

BUSINESS SERVICES TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of administrative and advanced accounting functions in support of the Business Services Department, Print Services; to provide information and assistance regarding financial operations to administrators, faculty, staff, students and the public. To direct and schedule mail service operations; participate in the services and operation of incoming/outgoing campus and U.S. postal services and delivery; assure compliance with established postal rates and regulations, train, schedule, assign, supervise and evaluate student workers.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Print Services Supervisor and/or the Supervisor, Business and Mail Services.

May exercise functional and/or technical supervision over student or volunteer staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

Essential Functions:

1. Perform a variety of advanced administrative and accounting functions regarding auxiliary enterprise operations in support of Print Services (including graphic design, printing and copying services).
2. Assist in the preparation and monitoring of the Print Services budget; prepare a variety of budgetary reports; monitor budget, revenues and expenditures and inform supervisor of enterprise financial status and needed adjustments.
3. Prepare budget analyses, project revenue and expense for presentation to supervisor and, as necessary, to Director, Business Services.
4. Collect, organize and enter billing data for Comet Copy and Creative Services using the charge-back billing database; format, print and distribute monthly billing reports; maintain records on billing data.
5. Receive and verify payments for services rendered; submit billings to Fiscal Services for posting to the appropriate income account.

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6. Maintain and update a variety of financial files and records; set up new files at the beginning of the fiscal year.
7. Prepare purchasing requisitions; log charges to correct budget account and secure signatures for approval; maintain copies of all requisitions and monitor status of orders placed; contact appropriate purchasing staff to follow up on orders not received; sign for all items when delivered.
8. Monitor income accounts to ensure proper receipt and posting of monthly billing; identify District-wide accounts where insufficient funds are available and coordinate with departments for resolution of unpaid billing.
9. Assist Graphic Specialist III in costing graphics projects.
10. Operate high-speed copiers and other print shop equipment as required.
11. Respond to and resolve questions, complaints and requests from staff and faculty regarding information on billing, services performed, policies and procedures relating to Print Services.
12. Perform a variety of administrative functions; type and proofread a wide variety of reports, letters and memoranda; compose and prepare reports as assigned; prepare various financial spreadsheets, expense and income reports and projections; maintain detailed and accurate confidential records and files.
13. Assure compliance with established rates and regulations for type and class of U.S. and international mail, express mail, package carriers, United Postal Service (UPS) and other mail vendors; direct bulk mailing and the mailing of third and first class mail; review postal rates and regulations to assure accurate application and compliance; notify departments of changes in code regulations and rates.
14. Evaluate and suggest modifications to operating procedures, policies and equipment as needed.
15. Determine and control ordering of supplies; maintain appropriate inventory levels and store supplies and materials.
16. Monitor meter usage including meter readings; replenish postage in meter as needed; monitor postage account balances; process requests for warrants to replenish accounts as needed.
17. Work with equipment vendors in troubleshooting problems and the maintenance of equipment.
18. Communicate with the U.S. Post Office and other package carriers to request and obtain technical information and assistance.
19. Train, assign and supervise student workers in the operation of equipment including folding machine, copier/printer, shredder and postage meter machine and in the procedures of mail sorting/distribution and customer service.

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20. Train, assign and supervise student workers in the posting and distribution of outgoing campus and U.S. mail using postal metering equipment and in the sorting and distribution of incoming District mail.
21. Perform a variety of administrative functions; assign and schedule work hours; prepare and maintain a weekly work schedule for student workers; maintain a variety of records and reports related to personnel; maintain information on usage charges and equipment usage; record and distribute monthly paychecks for faculty and staff.
22. Update records of District employees, including adjunct faculty mail locations, from Governing Board agendas and other sources; assign offsite mail locations.
23. Maintain billing account balances and replenish when needed; bill departments for services; send documentation to Fiscal Services Department; complete pay vouchers and check requests for direct payment to vendors.
24. Maintain records of incoming checks for all departments; deliver all checks to Fiscal Services Department.
25. Work with Academic Department Assistants in compiling and maintaining adjunct faculty lists and work locations and assign mailboxes; assign contract faculty and department mailbox locations.

Marginal Functions:

1. May oversee the work of student or volunteer staff.
2. Perform related duties and responsibilities as assigned or required.

QUALIFICATIONS

Knowledge of:

1. Generally Accepted Accounting Principles.
2. College auxiliary enterprise operations.
3. Principles and procedures of financial record keeping and reporting.
4. Programs, operations and services of a Print Services/Graphics Department.
5. Modern administrative and accounting support techniques.
6. Postal codes and regulations.
7. Current shipping software and procedures.
8. Various types of mail classes and methods of shipping.
9. High-speed mail processing equipment.
10. Modern office procedure, methods and computer equipment.
11. Principles of business letter writing and basic report preparation.
12. Principles and procedures of record keeping.
13. English usage, spelling, punctuation and grammar.
14. Principles and practices of purchasing.
15. Basic mathematical principles.
16. Basic techniques of office administration.
17. Basic principles and practices of budget development and administration.
18. Pertinent federal, state and local codes, laws and regulations.

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Ability to:

1. Participate in the development and administration of the department budget.
2. Prepare financial analyses of revenues and expenses.
3. Prepare accurate and complete financial and other reports.
4. Perform projections of revenues and expenditures.
5. Maintain a variety of financial and other records and files.
6. Perform routine purchasing functions.
7. Interpret and apply administrative and departmental policies, procedures and regulations.
8. Coordinate and schedule various meetings.
9. Independently prepare correspondence and memoranda.
10. Maintain a calendar of activities and schedules meetings appropriately.
11. Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
12. Type and word process at a speed necessary for successful job performance.
13. Respond to difficult requests and inquiries from faculty, staff and students.
14. Work independently in the absence of supervision.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish and maintain cooperative working relationships with those contacted in the course of work.
17. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Education/Training Guidelines:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following.

Experience:

Three years of increasingly responsible administrative and accounting support experience.

Education/Training:

Equivalent to completion of the twelfth grade supplemented by intermediate level accounting coursework.

WORKING CONDITIONS

Environmental Conditions:

Print shop environment and/or mail room environment; exposure to computer screens, noise and electrical energy.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work to read printed materials.