

Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes. Successful candidates will demonstrate an ability to work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUSINESS SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction and general supervision of the Director of Fiscal Services, assist the District's Business Services, Payroll and Fiscal Services Accounting Departments with related tasks; to perform various complex and specialized technical duties; and to perform other related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Processes documents involved in accounting and/or payroll transactions.

Works with computer-based accounting and/or payroll systems to prepare input data and use output reports.

Files and maintains files of documents, reports, and records for the business, accounting and/or payroll departments.

Assist other employees in payroll preparation, tax reporting, and record keeping.

Assist in processing and maintaining payroll-related records for District employees which includes but is not limited to recording absences, accumulated sick leave, earned vacation benefits, overtime, extra duty pay and related information.

Communicate with various District personnel and outside organizations to discuss accounting and/or payroll-related matters, coordinate activities, exchange information and resolve issues or concerns.

Establish and maintain journals, ledgers and other fiscal-related schedules; assists in year-end book closing, adjustment entries and other annual procedures.

Performs responsible tasks associated with the preparation and management of various accounting records and reports pertaining to federal, state and local funded special programs.

Verifies, monitors and reconciles financial data; posts, arranges, and balances accounting records and budget information.

Performs a variety of general clerical functions for Business and Fiscal Services, including answering the telephone, directing callers, typing letters, memoranda, and filing.

Manage scheduling, communications and user interactions regarding the Facility Use Permit process. Receive visitors, including vendors, administrators, staff and the public, and provide information or direct to appropriate personnel.

Operate a variety of office equipment.

OTHER DUTIES:

Perform related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Procedures pertaining to payroll accounting and related record management systems; principles, methods, practices and procedures of governmental accounting, school district financial record keeping, and special programs and projects fiscal management; modern office operational procedures and the operation of standard office equipment; English usage, spelling, grammar and punctuation; purchasing, warehousing and distribution procedures and related terminology; common commodity supply sources.

ABILITY TO:

Perform specialized technical and payroll activities and functions; perform arithmetical calculations and record review with speed and accuracy; type at a net corrected speed of 45 words per minute; operate a variety of standard office equipment effectively and efficiently; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Equivalent to the completion of the twelfth grade, including or supplemented by training or coursework in business practices, office procedures, record management, accounting and payroll procedures and functions or related areas. Bilingual preferred.

EXPERIENCE:

Two years of general accounting and/or payroll experience, preferably including one year performing payroll and/or accounting functions.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.
Seeing to read a variety of financial materials.
Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Exposure to typical district/workplace hazards.