

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Business Support Technician

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Business/Clerical	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for performing duties of a specialized nature related to school business/finance. Duties might include: reading and interpreting policies and procedures; assisting in resolving complex financial problems; reviewing contracts, invoices and purchase orders to ensure compliance; compiling, maintaining and processing financial records of the district in accordance with governmental accounting standards.		
DISTINGUISHING CHARACTERISTICS: The Business Support Technician is a stand-alone classification that works independently and performs specialized duties requiring specialized experience in their area of assignment.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Provides financial services support to all schools and departments. This could include determining information needed for budgets, financial reports, and payroll records.	Daily	A1
2.	Works closely with customer service representatives from companies throughout the U.S, as well as state and federal agencies relating to problem solving. Initiates research and follow-up until problems are resolved.	Daily	B2
3.	Compiles information and maintains database for vendor identification to include procurement policies and appropriate federal tax status.	Daily	A1
4.	Reviews and approves financial paperwork for processing. Determines if proper pricing, shipping and tax have been invoiced. Decides which payments will be subject to use tax, sales tax and 1099 reporting.	Daily	B2

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5.	Reviews and approves financial prelists as final audit to release of funds for issue and disbursement of warrants.	Weekly	B2
6.	Advises and consults with employees and departments district wide regarding district policies on purchasing, accounting, payroll, funding and expenditure procedures.	Daily	B2
7.	Maintains several checking accounts to include writing checks, verifies proper authorization, records and reconciles all transactions.	Daily	A1
8.	Compiles, creates and maintains spreadsheets on fiscal year data for utility usage including electricity, water, telephone and cell phone. Provides documentation for acquisition of General Fixed Assets, computing costs as necessary.	Daily	A1
9.	Facilitates travel reimbursement processing for employees, determining if claim meets state allowance guidelines, appropriate funding available and dollar amount requested is accurate.	Daily	B2
10.	Reviews and approves student activity requisitions for all schools and clubs. Verifies that request meets procurement and District policy requirements for the issuance of checks and purchase orders.	Daily	B2
11.	Serves as the district's banker for all special revenue funds providing training to appropriate employees and facilitating transmission of information between district bank and County Treasurer.	Daily	B2
12.	Prepares all deposits to the bank, County Treasurer and Trust Accounts. Monitors and records all revenue, allocating resources to appropriate funds. Audit and reconcile all funds monthly between bank, County Treasurer and district records.	Daily	B2

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13.	Maintains files and prepares cash management and financial completion reports on all federal and state grants.	Quarterly	B2
14.	Prepares payroll and other tax reports for the IRS and state agencies and coordinates timely delivery of information to the appropriate agency.	Quarterly	B2
15.	Coordinates production, accuracy of a balanced bi-weekly payroll and voluntary deduction process, including disbursement of checks covering direct deposit, federal and state taxes, annuities, child support, voluntary deductions and clearing of liability accounts.	Daily/ Bi-weekly	B2
16.	Determines the need for and coordinates production and accuracy of supplemental payrolls, stopping payments and canceling warrants and direct deposits during the year as needed due to terminations and resignations.	Daily/ Bi-weekly	B2
17.	Creates, coordinates and maintains payroll schedules, voluntary deduction schedules, and tax tables for all salary groups establishing the schedules according to contractual agreements and work calendar parameters. Customizes and monitors computer system to meet the payroll needs of the District.	Quarterly	B2
18.	Reconciles payroll liability accounts, prepares payments, quarterly statistical and tax reports.	Bi-weekly/ Quarterly	B2
19.	Compiles and prepares Medicaid reimbursement claims, determines eligibility of services claimed, collects documentation, calculates costs and follows-up on claim submission researching denials as appropriate.	Weekly/ Quarterly	B2

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20.	Serves as account representative for LEAP schools developing and providing business services as required in the area of purchasing, accounting, and payroll.	Daily	B2
21.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- District policies and procedures;
- Accounting fundamentals;
- Grammar, punctuation, and spelling;
- Federal and State guidelines relating to employment and sales taxes;
- State laws relating to school finance, procurement and USFR guidelines;
- Organizational structure within the school district, including departments and objectives;

Skills (position requirements at entry):

Skill in:

- Using office equipment including calculators, fax machines, telephones, copiers, typewriters, microfilm readers, check signer and shredders;
- Using computers and accompanying software applications including e-mail;
- Customer service, telephone etiquette, and dealing with the general public;
- Problem solving and analysis;
- Reading, interpreting, and communicating policies, procedures, and laws;
- Bookkeeping to include use of addition, subtraction, multiplication, division and percentages;
- Gathering and organizing information, keeping track of events, and filing;
- Preparing financial reports,
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

High School Diploma or a General Equivalency Diploma (G.E.D.) and two years of specialized experience related to the area of assignment or Associates degree or two-year technical certificate in Accounting or related area, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None Required.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking pushing, lifting, fingering, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to fumes, odors, dusts, gases and poor ventilation.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 08/2001