

The Business Services Specialist performs specialized duties requiring significant understanding in their area of assignment in order to support with daily operations of the district. Areas of assignment may include; payroll, purchasing, accounts payable, accounts receivable, Medicaid, food services, budget, fixed assets, or other areas as assigned.

**Chain of Command**

The Business Services Specialist reports to the Director of Business Services.

**Competencies of the Business Services Specialist**

The Specialist should possess the following:

- Exceptional written and verbal communication skills
- Strong organizational and time management skills
- Strong customer service skills
- Knowledge of relevant federal and state law as pertinent to public education as well as District policies and guidelines
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, and Visions systems

**Essential Duties of the Business Services Specialist**

The Business Services Specialist performs the following duties, including, but not limited to:

- Under direction of the Director of Business Services, support with the operations of Business Services as assigned.
- Process payroll on a weekly basis in compliance with federal and state law, and district policies and procedures.
- Understand data in order to prepare various reports for administration. Assist administration with the resolution of complex work-related problems.
- Review and assist in budget, grant and planning document development.
- Track budget, payroll, accounting, and expenditure information.
- Develop, review and coordinate employee/contractor paperwork and orientation.
- Collaborate with other Business Services team members to support the overall operation of the Department and support the needs of schools.

**Minimum Qualifications**

High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements**

- Valid AZ Driver License
- Valid AZ Fingerprint Clearance Card

**Date Revised**

6.11.2021