

The Business Services Administrative Support Technician is a member of the Business Services team. The Business Services Administrative Support Technician supports with daily business 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 Administrative Support Technician reports to the Director of Business Services.

**Competencies of Business Services Administrative Support Technician**

- Strong written and verbal communication skills
- Strong organizational and time management skills
- Demonstrates competency in the use of technology
- Self-directed to complete tasks
- Maintains confidentiality
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, and Visions systems

**Essential Duties of the Business Services Administrative Support Technician**

The Business Services Administrative Support Technician may perform one or more, but not all of the following duties depending on assignment:

- Process invoices for payment to district vendors on a weekly basis
- Assist in the inputting of student meal applications in compliance with federal programs
- Process payroll on a weekly basis in compliance with federal and state law, and district policies and procedures
- Review data and assist with preparation of various reports for administration
- Assist administration with the resolution of invoice or other business services problems
- Track budget, payroll, accounting, and expenditure information
- Collaborate with other Business Services team members to support the overall operation of the Department and support the needs of schools
- Other duties as assigned

**Minimum Qualifications**

High School Diploma or GED is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- Valid AZ Driver License required
- Valid AZ Fingerprint Clearance Card required

**Preferred Qualifications**

- 1-2 years of specialized experience in a school district environment, related to the area of assignment

**Date Revised**

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