



Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

www.loomis-usd.k12.ca.us

Building Excellence in Education since 1856

JOB DESCRIPTION

Position Title: Business Technician (Confidential)
Department: District Office
Reports to: Assistant Superintendent of Business Services
Contract Days: 260 Days
Board Approved: Pending

SUMMARY:

To maintain the District's bookkeeping and accounting systems; to include accounts receivable/payable functions; to assist in the development and implementation of the District's annual budget, and assists in projecting income and expenditures and monitoring encumbrances. Employees in this job class receive limited supervision within a broad framework of policies and procedures. This job class is responsible for exercising independent judgement and decision-making regarding standard bookkeeping in-depth knowledge of public school accounting methods and regulations and serves as a verification point for calculations and information regarding District fiscal services. Extreme accuracy in calculating statistical data and the ability to meet stringent timelines are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and process all warrants for payment, audit, reconcile, tabulate and classify invoices; maintains District financial/accounting records and transactions related to accounts payable; reviews and verifies accuracy of invoices, requisitions, purchase orders, receiving documents, and similar documents; checks documents for proper budget authorization before processing; prepares reports and forms as required, including but not limited to, the California Sales Tax Return, Form 1099, and EDD Report of Independent Contractors
- Computes, verifies, balances, and adjusts accounts, records, and databases on established procedures and policies; provides assistance in monitoring reporting processes, procedures, and internal controls for the purpose of maintaining accurate records in accordance with accounting standards and/or making recommendations for improvement to accounts payable process
- Prepare and maintain a variety of records, logs and reports related to assigned activities; establish and maintain filing systems; research, compile and verify a variety of data and information; review, process and submit a variety of forms, applications and documents; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents
- Audit, reconcile, tabulate and classify invoices
- Allocate charges to proper account categories
- Post encumbrances to expenditure ledger
- Prepare monthly warrant register information for Board meetings
- Balance batch input totals
- Prepares, processes and monitors invoices for accounts payable
- Conducts inquiries (e.g. vendors, other school districts, County Office of Education, etc.) for the purpose of establishing the best sources for needed supplies/equipment
- Confers with a variety of vendors for the purpose of identifying product availability, costs, quality, bid quotation, delivery dates and product/delivery problems
- Process documents and materials (e.g. purchase orders, warehouse orders, vendor assignments, quotes, etc.) for the purpose of disseminating information to appropriate parties, following up on incomplete or damaged orders and/or ensuring the availability of supplies and equipment
- Maintain computer files of vendors and account code lists

- Performs accounts receivable/payable functions to include verifying charges and authorization, and coding to appropriate accounts
- Monitors departmental and school budgets to assure availability of funds prior to approval of expenditures
- Monitors budget income/expenditures recommending transfer of fund as adjustments require
- Responds to inquiries from various internal and external sources for the purpose of providing information, direction and/or appropriate referrals
- Processes insurance information, including SIG information
- Maintain district activities and facilities calendars
- Maintain Livescan (Volunteer) Clearance List
- Provide assistance to other areas in the Business Department as required
- Operate a wide variety of office equipment including personal computers and peripherals, 10-key calculator, and copier
- Act as lead contact for the LUSD Employee Wellness Program
- Attend meetings as required
- Other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Public school accounting and auditing practices/requirements and double-entry bookkeeping through trial balance
- Data processing as it relates to financial record-keeping
- Proper English usage, grammar, punctuation, and spelling
- Proper office methods and procedures
- District technology platforms
- Microsoft Outlook and Google platforms

ABILITY TO:

- Communicate effectively and tactfully in both oral and written forms
- Operate standard office equipment and machines including typewriter, calculator, digital scanner, personal computer, fax machine, telephone system, etc.
- Understand and carry out a variety of complex directions without continuous supervision
- Perform arithmetical calculations accurately and rapidly and to reconcile differences within the record-keeping system
- Establish and maintain complex financial records and to prepare accurate financial summaries and reports
- Demonstrate competency with software applications

LICENSES, CERTIFICATIONS AND TESTING REQUIRED

- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California driver's license

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

- Ability to sit for extended periods at a desk, conference table or in meeting rooms.
- Ability to frequently stand and walk; bend, stoop and reach overhead.
- Ability to see and read a computer screen and printed matter with or without visual aids.
- Ability for verbal communications including the ability to speak and hear at normal room levels.
- Ability to use computer terminals, telephones, calculators, copiers and facsimile.
- Ability to drive a car and the means to provide own transportation when required.

While performing the duties of this job, the employee is continuously required to sit, talk and hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times, as in typing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.