

# BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: **BUSINESS TECHNICIAN**

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform advanced-level accounting duties requiring independent judgement and analysis, perform technical and complex accounting work in preparation, maintenance and review of financial records, accounts and reports; gather information for and act as liaison between District liability insurance attorneys and sites and departments; organize and coordinate office activities to assist Business Division in administrative details.

REPRESENTATIVE DUTIES:

Prepare and maintain a variety of statistical records and reports; process documents involved in financial transactions.

Maintain various financial or statistical records, reports and files; make and verify extensions; prepare financial statements as necessary in support of assigned accounts or functions.

Post, assemble, tabulate and reconcile complex financial data.

Plan, organize and coordinate activities to assist the Business Division in administrative details.

Maintain the District's Fixed Asset system; work with guidelines and procedures; coordinate these with the various departments including, but not limited to, purchasing, warehouse and fiscal services staffs.

Physically inventory all District equipment at all sites, insuring all items are properly tagged and recorded; continually review, edit, update and correct information already entered in the fixed asset system assuring accuracy; research items as necessary to accomplish this goal.

Prepare and maintain complex spreadsheets for cashflow, accounts receivable, accounts payable and prepaid expense of all district funds; follow up with appropriate personnel to ensure accuracy of data.

Act as liaison between the District and attorneys for the District as well as liability insurance administrator and investigators, insuring that requested information, interviews of employees and materials needed to support the District are acquired in a timely manner, including material of a confidential nature; compile and prepare annual insurance renewal questionnaire and crime insurance applications.

Independently research, compile information, and compute statistical information for special projects as assigned.

Review incoming liability forms, referring appropriate claims to the district's liability insurance administrator; follow up to ensure timely settlement of claims; review claims for compliance with policies, procedures and labor contracts.

Review incoming employee requests for reimbursement for personal property or vehicle claims, ensuring that all information is appropriate; forward completed forms to the Business Division for signature.

Receive, review and file student accident forms; forward forms to insurance carrier; order and distribute applications for student insurance.

Act as liaison between the District and mandated cost systems; set up meetings; request, compile and review for completeness mandated cost materials; assist district employees in the process of completing materials for mandated cost claims.

Provide assistance to other employees in posting, assembling, tabulating and reconciling financial data.

Initiate and answer telephone calls; schedule appointments; furnish information of a technical nature; screen and refer calls as appropriate.

Prepare a variety of written materials including, but not limited to Board agenda items and exhibits.

Proofread and edit reports, records and other data for accuracy, completeness and compliance with established standards.

Operate a variety of office equipment such as typewriter, calculator, computer and wordprocessing hardware, copier and fax machine.

Assist with physical inventory of warehouse stock.

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Accounting practices, procedures and principles.

Financial and statistical record-keeping principles.

District organization, operations, policies and objectives related to position.

Applicable sections of State Education code and other federal, State and County laws and District rules and regulations.

Technical aspects of field of specialty.

Oral and written communication skills.

Record-keeping techniques.

Telephone techniques and etiquette.  
Modern office practices, procedures and equipment.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Perform administrative assistance duties for the Business Division.  
Maintain complex financial records and spreadsheets.  
Prepare accurate analytical reports as requested.  
Research, compile, monitor and maintain records pertaining to District liability insurance.  
Work independently with little direction.  
Analyze situations accurately and adopt an effective course of action.  
Understand and follow oral and written direction.  
Apply bookkeeping and financial record-keeping principles.  
Meet schedules and timelines.  
Plan and organize work.  
Understand, apply, explain and follow rules, regulations, policies and procedures relating to position.  
Make arithmetic calculations quickly and accurately.  
Compose independently from oral instruction, notes, letters, memos, bulletins or other material.  
Take and transcribe using any form of dictation or notetaking skills.  
Work cooperatively and effectively with others.  
Make arrangements for meetings, workshops and conferences.  
Work confidentially with discretion.  
Complete work with many interruptions.  
Maintain a variety of filing systems.  
Operate various office machines including, but not limited to, typewriter, computer and word processing hardware, copier, calculator and fax machines.  
Write and print legibly.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in bookkeeping or accounting and two years of increasingly responsible experience in financial or statistical record-keeping.

**WORKING CONDITIONS:**

Typical office environment.