

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**BUSINESS SERVICES ASSOCIATE II**

DEFINITION

The Business Services Associate II reports to the Director of Business Services or his/her designee. The incumbent functions at a more independent level, primarily responsible for performing more complex financial tasks including payroll, accounts payable/receivable, employee benefits, and records management.

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

The Business Services Associate II is distinguished from the lower classification of Business Services Associate I in that the latter assists with the basic operations of the Business Services office through proofing, sorting, filing, basic data entry, and related office duties. The Business Services Associate II functions at a more independent level and may act as a lead providing work direction and training to the Business Services Associate I.

EXAMPLES OF DUTIES

General duties may include, but are not limited to the following:

- Gather and organize payroll data; prepare, review, edit, and enter Department payroll data into applicable payroll databases; track and generate FLSA report.
- Process accounts payable/receivable and related documents; prepare accounts payable; code; determine appropriate expenditure accounts for approval by Director of Business Services; enter accounts payable into County computer system; monitor, update, and maintain all accounts payable/receivable.
- Perform audit and resolve discrepancies of payroll, accounts payable/receivable, and benefits; research discrepancies and follow-up on outstanding issues.
- Provide customer service to employee, retirees, and vendors.
- Verify accounting entries; maintain and reconcile accounting and financial records related to assigned tasks such as accounts receivable/payable, proofing, auditing, and/or other related tasks.
- Function as lead providing training and/or assistance to the Business Services Associate I, Office Assistant, and extra-help as needed; evaluate and monitor work assignment.
- Provide administrative support such as typing, data entry, answering phones, and filing.
- Compose and generate general correspondence, reports, and related documents.

EXAMPLES OF DUTIES (continued)

- Ensure state, federal, local laws/ordinances, and Department policies are followed as they pertain to the Business Services office functions.
- Participate in preparation of business travel requests including travel requests, making hotel/airline reservations, and issuing travel advances.
- Maintain employee payroll and financial records.
- Generate and process payroll and benefit forms.
- Prepare deposits for County Treasurer.
- Facilitate benefits and insurance programs enrollment and updates.
- May be required to drive in the performance of duties as assigned.
- Maintain procedural desk manual.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Completion of the 12<sup>th</sup> grade or General Education Development (GED) and 30 college credit units, plus any combination of training and experience which would likely provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be three (3) years of full time experience specifically in payroll and/or accounting. Additional work experience in a full time position performing accounting related work may substitute for ten (10) college units for each additional year worked.

Highly Desirable: Special training, education, and/or certifications in accounting related fields are highly desirable. Experience in an accounting/bookkeeping position with a public agency. Training in computerized software programs including Microsoft Office suite.

Knowledge Of:

- Methods, practices, and terminology of financial record keeping.
- Accounts payable/receivable practices, auditing, and procedures.
- Payroll functions and procedures.
- Audit methods and procedures.
- Computers and software packages related to financial record keeping and office support functions. i.e. enterprise financial system and standard Microsoft Office suite (specifically Word and Excel).

Knowledge Of: (continued)

- English language structure including correct English usage, rules of composition, spelling, grammar, and punctuation.
- Basic to complex mathematics.

Ability To:

- Interpret rules, regulations, policies, ordinances, and laws as pertain to assigned job functions.
- Apply principles, methods, and practices of financial bookkeeping.
- Perform a variety of financial record keeping assignments.
- Maintain proper records and fiscal information for payroll transactions.
- Review and update accounts payable/receivable and general financial records.
- Audit and reconcile accounts payable/receivable and related documents.
- Perform mathematical calculations quickly and accurately.
- Use office equipment such as computer, printer, scanner, calculator, fax machine, etc.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public.
- Work independently and as a team member.
- Recognize and set priorities and meet deadlines.
- Exhibit critical thinking and problem solving skills.
- Interact with customers in person and on the telephone.
- Identify and correct errors in mathematical computations and improper entries on a variety of documents.
- Work independently with minimum supervision and provide work assistance and training to the Business Services Associate I, Office Assistant and/or extra-help.

Working Conditions/Physical Demands: Work is generally performed in an office environment; contact with employees, retirees, vendors and the public. The position requires prolonged sitting and intermittent standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. The incumbent must be able to lift, push, and pull files, paper and documents weighing up to 25 pounds.

Required License: Possession of a valid, appropriate state of California driver's license.

Pre-Employment Requirements: The candidate will be required to complete and pass a Live Scan fingerprint and medical examination, and provide reference check information.