

FIRE DEPARTMENT
SANTA CLARA COUNTY

BUSINESS SERVICES ASSOCIATE I

DEFINITION

The Business Services Associate I is under the supervision of the Director of Business Services, or his/her designee. The incumbent is primarily responsible for assisting in preparation, processing, data entry, and maintenance of financial records.

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

DISTINGUISHING CHARACTERISTICS

The classification of Business Services Associate I is distinguished from the higher classification of Business Services Associate II in that the latter works at a more independent level and has primary responsibility in performing more complex financial tasks such as payroll, accounts payable/receivable, benefits, complex financial record keeping and related duties, and may act as a lead to the Business Services Associate I.

EXAMPLES OF DUTIES

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

- Assist with processing accounts payable/receivable paperwork and related documents; assist with preparation of accounts; data entry of accounts payable into County computer system.
- Provide administrative support such as typing, data entry, sorting, copying, scheduling, answering phones, and filing.
- Provide customer service to employee, retiree and vendor responding to inquiries; research discrepancies and follow-up on outstanding issues.
- Verify and process travel reconciliations.
- May be required to drive in the performance of miscellaneous duties as assigned.
- Maintain procedural desk manual.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma or a California High School Equivalency Certificate, and 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 two (2) years of experience in a full-time office position performing administrative support work and/or two (2) years of full-time experience in an accounting and/or finance related environment.

EMPLOYMENT STANDARDS (continued):

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:

- Fundamental methods, practices, and terminology of financial record keeping.
- Basic accounts payable/receivable practices and procedures.
- Principles, methods, and practices of basic data entry, sorting, filing, and other office support functions.
- Computer 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).
- English language structure including correct English usage, rules of composition, spelling, grammar, and punctuation.
- Basic mathematics.

Ability To:

- Interpret rules, regulations, policies, ordinances, and laws as pertain to assigned job functions.
- Apply principles, methods, and practices commensurate to position held.
- Perform a variety of financial record keeping assignments.
- Sort, file, organize, and maintain proper records and fiscal information.
- Perform mathematical calculations accurately.
- Use office methods, procedures, software, and equipment.
- 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.
- Interact with customers in person and on the telephone.
- Work as a team member.
- Recognize and set priorities and meet deadlines.
- Identify and correct errors in mathematical computations and improper entries on a variety of documents.

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 a Live Scan fingerprint, background check, and complete a medical examination.