

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, general ledger 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:

- Prepare and verify accounting entries; maintain and reconcile accounting and financial records related to payroll, accounts payable/receivable, benefits, general ledger and/or other related tasks.
- Gather and organize payroll data; prepare, review, edit, and enter Department payroll data into applicable payroll databases; track and generate FLSA report; reconcile and review monthly, quarterly and annual reports.
- Process accounts payable/receivable and related documents; prepare accounts payable; code; determine appropriate expenditure/revenue accounts for approval by Director of Business Services or designee; enter accounts payable/receivable into County computer system; monitor, update, and maintain all accounts payable/receivable.
- Process benefit enrollments and changes (i.e. new hire, separation, open enrollment, qualifying event); reconcile benefit invoices and act as County Fire liaison to external COBRA Administrator.
- Prepare bank deposits, coordinating with other departments as needed.
- Participate in preparation of business travel requests, managing travel files, processing travel per diems and reimbursements.
- Research and resolve discrepancies of payroll, accounts payable/receivable, benefits and general ledger; follow-up on outstanding issues.
- Provide customer service to employee, retirees, and vendors.

EXAMPLES OF DUTIES (continued)

- Function as lead providing training and/or assistance to the Business Services Associate I, Office Assistant, intern and extra-help as needed; evaluate and monitor work assignment.
- Perform administrative tasks such as typing, data entry, answering phones, and filing.
- Gather and prepare documents, reports, and general correspondence for external auditors, reporting agencies or others as needed.
- Ensure state, federal, local laws/ordinances, and department policies are followed as they pertain to the Business Services office functions.
- Maintain employee payroll and financial records.
- Generate and process payroll and benefit forms.
- 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: High school diploma or equivalency 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).
- 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 and continued maintenance of a valid class C California driver's license and a safe driving record may be required or the ability to provide alternative transportation, as approved by the appointing authority.

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