

FIRE DEPARTMENT
SANTA CLARA COUNTY

BUSINESS SERVICES ASSOCIATE III

DEFINITION

The Business Services Associate III reports to the Director of Business Services or their designee. The incumbent functions at an advanced level, primarily responsible for performing complex and detailed financial tasks including payroll, financial statement reporting schedules/support, 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 III is distinguished from the other classifications within the Business Services Associate series by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. The full range of Business Services Associate duties can be performed in this job classification and the incumbent is expected to function at a higher skill level and exercise more independent direction and judgement than the lower classifications in the series. The Business Associate III may act as a lead providing work direction and training to the Business Services Associate II and Business Services Associate I.

An incumbent in this classification is distinguished from those in the classification of Financial Analyst/Accountant in that the latter leads, supervises and directs the work of the Business Services Office staff.

EXAMPLES OF DUTIES

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

- Develop schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner.
- Respond to inquiries from Department staff and retirees, assist in the resolution of payroll issues, payroll transaction exceptions, and complex accounting scenarios.
- Maintain detailed records, resolve complex fiscal related discrepancies.
- Prepare financial statement audit support workpaper/schedules for supervisor/manager review. This includes performing higher level calculations supporting the preparation of the Annual Comprehensive Financial Report (ACFR), and related audit activity and reporting in areas, such as fixed asset and depreciation; long term liabilities of debt, compensated absences, pension, other post employment obligations and deferred revenue; other calculations and schedules as needed for GASB compliance.
- 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.

EXAMPLES OF DUTIES (continued)

- Ensure accurate calculation of wages, deductions and CalPERS/tax reporting. This includes performing higher level calculations for workers compensation adjustments; temporary disability integration with leave pay; payroll tax report review and correction recommendations for potential error; CalPERS wage limit calculation, monitoring and reporting. Initiate set-up of new payroll codes as needed. Coordinate payroll processing cycle to 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 and review 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 the accounting system; monitor, update, and maintain all accounts payable/receivable and schedules.
- Process and review 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. Aid with policy discrepancies and recommend possible action.
- 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.
- Function as lead providing training and/or assistance to the Business Services Associate II, Business Services Associate I, interns 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.
- Develop and 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 five (5) 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.

Positions in this class are alternately staffed and are normally filled by advancement from the II level once the incumbent meets the qualification standards of the III level, demonstrates an ability to perform the full scope of work, and meets performance expectations. Incumbents are not automatically promoted to the higher level; the needs of the Department condition the level of assignment as determined by the Fire Chief or designee.

Knowledge Of:

- Rules, regulations, terminology, and processes related to financial recordkeeping.
- Payroll processes, laws, and regulations as established by the Department of Labor (Fair Labor Standards Act).
- Advanced understanding of contracts, regulations, and laws specific to job functions.
- Business arithmetic, including percentages and decimals in order to calculate, verify, and adjust fiscal and/or statistical data.
- Audit methods and procedures.
- Methods, practices, and terminology of financial record keeping.
- Accounts payable/receivable practices, auditing, and procedures.
- Payroll functions 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.

Ability To:

- Interpret rules, regulations, policies, ordinances, and laws as pertain to assigned job functions.

Ability To: (continued)

- Perform mathematical calculations and complex data processing tasks rapidly and accurately.
- Interpret and explain more complex payroll and accounting matters to others.
- Apply principles, methods, and practices of financial accounting.
- Perform a variety of more complex 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.
- Communicate effectively orally and in writing.
- 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 II, Business Services Associate I, interns 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.