ADMINISTRATIVE SERVICES TECHNICIAN

NATURE OF THE POSITION:

Under the direct Supervision of the ~~Vice-President of Administrative~~Fiscal Services Manager or designee, the Administrative Services Technician performs the following assigned functions:

ACCOUNTABILITY OBJECTIVES:

1. Prepare outgoing mail and packages daily for post office and other delivery services. Assist with receiving and distribution of daily incoming mail and packages on an as needed basis.

2. Maintain physical inventory list of all purchased and donated equipment and furniture. Tag with PVC inventory tag, recording: description, serial #, model #, vendor and PO #, cost, year purchased, budget and fund purchased from and final location. Enter this information into the D-base program. Prepare packages, and make arrangements for repairs of college equipment. Order inventory tags as needed.

3. Receipt and make bank deposits for ASB, active clubs, scholarships, and PVC Foundation. Prepare checks as needed for each entity listed. Prepare month-end report for ASB and year end reports for ASB, clubs and scholarships. Reconcile bank statements for ASB, active clubs and scholarships.

4. Maintain current balance for each active club and each student who has received money.

5. Assist with the processing of records pertaining to accounts payable, accounts receivable and input data into the computer. This includes cancellation of B Warrants and processing replacements for lost warrants.

6. Maintain copier administration: program new copiers with auditron numbers, issue copier codes, perform monthly readings, prepare transfers to charge individual budgets, make calls for repairs and order supplies, trouble shoot machines. Research costs for new machines when current leases are up. E-mail quarterly readings to Xerox when they request them.

7. Review purchase requests for completeness of forms including but not limited to: tax information, shipping and/or additional pertinent material.

8. Assign, prepare and process Purchase Orders from purchase requests. Make color copies, distribute green copy to originator, determine whether PO is to be paid, order placed, or a prepayment. Maintain vendor and W-9 files. Receive and check in items for orders placed. Print encumbrance report monthly. Check for and correct discrepancies. Maintain and modify SACS structure as needed. Coordinate Board approved actions and create purchase orders for same as needed.

9. Prepare all Accounts Payable detail for warrant generation. Match invoices and packing slips to Purchase Orders. Verify invoice equals PO, make corrections to PO if needed. If payment is for equipment, copy of PO and invoice must be made for inventory file. Prepare vendor files as needed. Prepare open PO payments monthly. Notice any discrepancies regarding past due balances and investigate. Maintain sales tax payable information in preparation for quarterly sales tax report.

~~10. Audit Bookstore payables for accuracy and mail warrants. Verify invoices equal check amount, once check is signed, separate check and invoice to be mailed and prepare for mailing.~~

~~11. Collect money from pay phones and vending machines. Receipt and deposit in bank.~~

10. Assist with students accounts receivable, refunds, and processing of financial aid checks and collection of fees.

11. Gather related data as needed relative to budget projections, savings, and development.

12. Maintain postage machine and meter. Reset postage with reading from computer, prepare transfers for charge back monthly. Maintain monetary balance in Pitney Bowes for postage. Order all supplies as needed.

~~13. Assist the Administrative Services office with the following daily duties: collection of enrollment/tuition fees, collect GED fees, collect shuttle bus fees, and other related fees. Maintain fax machine and assist Maintenance & Operations as needed. Receive deliveries as needed when Bookstore is closed.~~

13. Maintain fax machine. Receive deliveries.

14. Assist with year-end closing and auditors as needed. Create open Purchase Orders for the new year, make new folders for payables and budget file, pull 2 year old payables out for storage, assist with ~~accurals~~accruals.

15. Attend County workshops and training~~ in Indio and/or Riverside~~.

16. Other related duties as assigned~~ by the Vice President of Administrative Services or designee~~.

REQUIRED QUALIFICATIONS:

1. A.A. ~~with emphasis on Accounting/Business~~degree in Liberal Arts or A.S. degree in ~~Accounting or Business.~~General Studies and 2 years of related work experience OR
2. Five years related work experience.
3. Computer literate in terms of data entry in a variety of software packages.
4. Ability to type at 50 WPM.
5. 10 key by touch and other business machines.
6. Physical ability to work effectively in an environment which is typical of this position.
7. Ability to pass the Clerical Skills Tests.

PREFERRED QUALIFICATIONS:

1. A.A. or A.S. with emphasis in Accounting or Business.

CLASSIFICATION:

Classification 8 on the Classified Salary Schedule.

BENEFITS AND POSITION STATUS:

12 month position - 40 hours per week

(Evening and weekend duties may be assigned)

Bargaining unit position - regular fringe benefits as accorded per CSEA agreement.

PALO VERDE COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE SERVICES TECHNICIAN

NATURE OF THE POSITION:

Under the direct Supervision of the Fiscal Services Manager or designee, the Administrative Services Technician performs the following assigned functions:

ACCOUNTABILITY OBJECTIVES:

1. Prepare outgoing mail and packages daily for post office and other delivery services. Assist with receiving and distribution of daily incoming mail and packages on an as needed basis.

2. Maintain physical inventory list of all purchased and donated equipment and furniture. Tag with PVC inventory tag, recording: description, serial #, model #, vendor and PO #, cost, year purchased, budget and fund purchased from and final location. Enter this information into the D-base program. Prepare packages, and make arrangements for repairs of college equipment. Order inventory tags as needed.

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11. Gather related data as needed relative to budget projections, savings, and development.

12. Maintain postage machine and meter. Reset postage with reading from computer, prepare transfers for charge back monthly. Maintain monetary balance in Pitney Bowes for postage. Order all supplies as needed.

13. Maintain fax machine. Receive deliveries.

14. Assist with year-end closing and auditors as needed. Create open Purchase Orders for the new year, make new folders for payables and budget file, pull 2 year old payables out for storage, assist with accruals.

15. Attend County workshops and training.

16. Other related duties as assigned.

REQUIRED QUALIFICATIONS:

1. A.A. degree in Liberal Arts or A.S. degree in General Studies and 2 years of related work experience OR
2. Five years related work experience.
3. Computer literate in terms of data entry in a variety of software packages.
4. Ability to type at 50 WPM.
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6. Physical ability to work effectively in an environment which is typical of this position.
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PREFERRED QUALIFICATIONS:

1. A.A. or A.S. with emphasis in Accounting or Business.

CLASSIFICATION:

Classification 8 on the Classified Salary Schedule.

BENEFITS AND POSITION STATUS:

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(Evening and weekend duties may be assigned)

Bargaining unit position - regular fringe benefits as accorded per CSEA agreement.