PALO VERDE COMMUNITY COLLEGE DISTRICT

BUSINESS SERVICES TECHNICIAN II

NATURE OF THE POSITION:

Under the direction of the Chief Business Officer (CBO) or designee, the Business Services Technician II shall provide administrative office support to the CBO/designee, perform technical/data entry duties in the preparation and processing of payroll and benefits, ensuring that employees are paid accurately and on a timely basis; serve as the administrative assistant for the Foundation; assist with facility reporting; work on student receivables perform duties that are typical of those performed by employees in this title but are not limited to the following:

ACCOUNTABILITY OBJECTIVES:

1. Provide administrative secretarial and office support to the Chief Business Officer /designee including: managing the meeting and appointment calendar, managing emails and daily correspondence, providing basic secretarial duties, such as filing, copying, report preparation using Excel and Word, contract preparation, and year-end processing.
2. Process fiscal and business services Board agenda items for approval.
3. Preparation of requested reports, including PRA, program review data, analysis data, MIS Data, Federal and State reporting data and other reports as required.
4. Assist the Chief Business Officer in scheduling appointments, and arranging a variety of conferences, staff meetings, committee meetings, and other activities.
5. Take dictation, including confidential matters; prepare and type letters, purchase orders, memorandums, reports, and other correspondence.
6. Make appointments for Chief Business Officer, screen calls and refer to appropriate personnel.
7. Remain current in knowledge of County Office of Education Galaxy and DataTel Colleague systems.
8. Assist with collection of enrollment fees, tuition fees, ASG fees and other student-related fees using the cash register and post to student accounts in Datatel and report any issues as necessary to the appropriate department.
9. Assist with and maintain a variety of records and files that may include student, personnel, payroll, fiscal and other related records and files.
10. Maintains knowledge of policies, regulations, and operational procedures for HR, Payroll and Fiscal Services.
11. Responds to inquiries regarding information about HR, Payroll and Fiscal Services.
12. Provide technical/data entry support to the Payroll/Benefits Manager, such as:
    a. Assist in organizing, preparing, monitoring and generating data entry requirements for payroll for Administrative, Certificated, Classified and Student employees.
    b. Assist with receiving, reviewing and verifying payroll data entry documents, time sheets/cards and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
    c. Assist with preparation and input of data for county processing; receive county data reports and process changes or corrections to Human Resource or Payroll data information in the Galaxy and DataTel systems.
    d. Assist with organizing, preparing, monitoring, filling and entering all data related to

employee Absence from Campus forms, generate reports for audit purposes, do year-end calculations and processing on all absence accounts for each eligible employee.

e. Assist with preparation of data adjustments to payroll in a timely manner, (i.e. overtime, salary changes, salary adjustment, etc.)
f. Assist employees with updating W-4/Federal Tax forms, DE-4/State Tax forms and direct deposit information.
g. Assist with providing the data entry and preparation for processing payments for all voluntary payroll deductions, such as CSEA/CTA union dues, voluntary insurances, TSA's, 125 plans, Foundation and the United Way.

13. Assist with Palo Verde College Foundation activities such as:
    a. Serve as the Assistant to the Chief Business Officer for the Palo Verde College Foundation. Assist in the planning, development and overseeing of a comprehensive fund development program. That program may include an annual campaign, capital campaign, planned giving and grants; attend Foundation meetings.
    b. Prepare and maintain all correspondence, record keeping, bookkeeping and auditing of funds collected and dispersed; prepare reports for the Board of Directors; organize and maintain Foundation files and records.
    c. Review budgets and accounts receivable/payable while monitoring cash flow; monitor scholarship budgets, faculty grant program budget, and laptop scholarship programs for expenditures, requirements and reporting.
    d. Work closely with the Foundation Board of Directors to prepare and monitor the Foundation Budget.
    e. Maintain and update Foundation policies and procedures that may include investment and donor acceptance and recognition; maintain a donor database.
    f. Assist in the establishment and maintenance of a Palo Verde College Foundation Alumni program.
    g. Plan, coordinate and implement Foundation events on and off campus; participate in community and public relations activities of mutual concern to the Foundation and the College.
    h. Establish good communication between the Foundation Board and the Board of Trustees.
    i. Provide directional lead in developing publications, newsletters, brochures and annual reports for the Foundation; contribute to the maintenance of the website and/or Social Media sites for the Foundation.
14. Assist with State facilities reporting as required by the Chancellor's Office such as:
    a. Space Inventory,
    b. Facilities Plan
    c. Scheduled Maintenance Plan
    d. Proposition 39 funding and reporting
15. Maintain student receivable accounts.
    a. Processing payments,
    b. Maintaining billing tables
    c. Attend CORE meetings
    d. Work with appropriate departments to ensure proper charges and credits are applied to student accounts.
    e. Ensure the proper amounts are reported in Galaxy which impacts state

reporting of enrollment fees.

f. Assist with state enrollment fee report.

g. Assist with development and maintenance of policies and procedures needed for the collecting of enrollment fees.

16. Attend meetings and training workshops as required
17. Performs other duties as required.

REQUIRED QUALIFICATIONS:

1. High School diploma or equivalent.
2. Three years progressing office leadership or related office experience.
3. Ability to communicate effectively orally and in writing.
4. Proven ability to deal with a diverse student and staff population.
5. Ability to pass the Clerical Skills Tests, including typing 40 wpm and Data Entry.
6. Experience working with a variety of computer programs including Word™ and Excel™.
7. Physical ability to work effectively in an environment which is typical of this position.
8. Ability to maintain confidentiality.

PREFERRED QUALIFICATIONS:

1. A.A. degree or equivalent in office occupation.

CLASSIFICATION:

Classification 8 on the Classified Salary Schedule.

BENEFITS AND POSITION STATUS:

12 Month position - 8 hours per day - 40 hours per week
(evening and weekend duties may be assigned)
Bargaining unit position - regular fringe benefits as accorded per CSEA agreement.