

COLUSA UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES/HUMAN RESOURCES TECHNICIAN I

SUMMARY:

- Under the direction of the Chief Business Official, performs accounting work requiring the knowledge of accounting principles, Federal and State reporting requirements, a variety of fiscal services, responsible for clerical work requiring knowledge of payroll procedures and all aspects of Human Resources procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities may include, but are not limited to the following:

- ***Business Services***
 - Assists with all aspects of payroll, including preparation, auditing and submitting to COE
 - Performs Absence Tracking and Sick Leave accounting
 - Maintains Position Control
 - Processes and monitors Workers Compensation claims
 - Performs all phases of Accounts Payable
 - Logs all incoming checks for deposit
 - Processes Emergency Fund Reimbursements
 - Reconciles bank accounts
 - Assists with data entry into student information system
 - Other fiscal responsibilities as assigned
- ***Human Resources***
 - Coordinates recruitment of all certificated and classified personnel; prepares and arranges appropriate placement of advertisements for vacancies
 - Manages oversight of Federal and State Labor Law Posters at all sites
 - Provides information, assistance, and advice to job applicants regarding District personnel procedures, the application process and examination process
 - Inputs and monitors all employees' attendance
 - Assists with the creation and maintenance of Human Resources files for all employees
 - Assists all new employees in completing necessary documents for payroll and employee benefits
 - Provides new employee orientations
 - Communicates new hires, transfers, leaves of absences, resignations, change of status to payroll via transmittals to appropriate agencies

- Assists with the administration of the Health Benefits and Retirement programs for all employees
- Assists with Affordable Care Act (ACA) Reporting
- Administers Bus Driver Drug Testing Program and maintains records for California Highway Patrol (CHP)
- Processes Unemployment Claims
- Assists in the preparation of periodic and annual reports
- Performs other duties as required

QUALIFICATIONS/REQUIREMENTS

KNOWLEDGE OF:

- Office practices, procedures and equipment, filing, record keeping, and telephone techniques and etiquette
- Proper English usage, spelling, vocabulary, grammar, punctuation, and arithmetic
- Excellent customer service practices
- Rules and regulations related to assigned activities
- Methods and practices of financial record keeping
- Safe work practices

ABILITY TO:

- Perform responsibilities with accuracy, speed and a minimum of supervision
- Write correspondence in a professional manner
- Prioritize work in order to meet deadlines and maintain schedules
- Maintain confidential and sensitive information
- Deal effectively with a wide variety of personalities and situations with tact, friendliness, judgement, and poise
- Type or keyboard accurately at a reasonable speed
- Use a ten-key calculator proficiently
- Use word processing, spreadsheet and database software programs

QUALIFICATIONS:

- High School diploma or equivalent
- Must submit to and pass required background check
- Proficient to advanced level experience working with Microsoft Excel and Microsoft Word
- Five years of increasing responsibilities in a School District Office performing complex Business and Human Resources functions.
- Associates of Arts degree in Accounting, Human Resource Management or related field is desirable
- Bilingual (Spanish) is desirable

WORKING CONDITIONS:

- Business casual attire is required
- The position requires long periods of sitting and occasional standing, frequent lifting of items up to 25 pounds, constant exposure to computer screens, and work in a fast-paced, deadline driven environment

Workdays: 261.25/year

Location: Colusa Unified School District Office

Confidential/ASES Coordinator Salary Schedule

Confidential/Unrepresented Position

Board Approval: February 13, 2018