

COLUSA UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES/HUMAN RESOURCES TECHNICIAN II

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 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***
 - Leads all aspects of payroll, including preparation, auditing and submitting to COE
 - Performs Absence Tracking/Sick Leave Accounting
 - Maintains Position Control
 - Processes and monitors Workers Compensation
 - Other fiscal responsibilities as assigned
- ***Human Resources***
 - Coordinates the recruitment of all certificated and classified personnel, including attendance at recruitment events
 - Provides information, assistance, and advice to job applicants regarding District personnel procedures, the application process, and examination process
 - Inputs and monitors attendance for all employees
 - Leads the the creation, maintenance and filing of Human Resources documents for all employees
 - Assists all new employees in completing necessary papers for payroll and employee benefits
 - Provides new employee orientations as needed
 - Communicates new hires, transfers, leaves of absences, resignations, change of status to payroll via transmittals to appropriate agencies
 - Leads the administration of the Health Benefits and Retirement programs for all employees
 - Responsible for Affordable Care Act (ACA) Reporting
 - Processes Unemployment Claims
 - Assists in the preparation of periodic and annual reports
 - Perform 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
- Understands rules and regulations related to assigned activities
- Methods and practices of financial record keeping
- Accounts payable processing
- 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 experience in Accounting, Bookkeeping, and/or Human Resources is desirable
- 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

**Business Services/Human Resources Technician II
Job Description**

Page 3

Workdays: 261.25

Location: Colusa Unified School District Office
Confidential/ASES Coordinator Salary Schedule
Confidential/Unrepresented Position

Board Approval: February 13, 2018