

AUXILIARY SERVICES SPECIALIST

CLASS SUMMARY

Under general supervision, maintains complex financial and statistical records; plans textbook ordering, receiving, invoicing and returns; oversees daily account transactions at the bookstore and Student Business Office; performs accounts payable and/or receivable duties; prepares special accounting statements and reports; performs related duties as required.

REPRESENTATIVE DUTIES

Establishes procedures; coordinates and performs accounts payable activities, including verifying invoices and purchase orders with receiving slips, and initiating corrective actions where necessary; trains hourly classified staff and oversees daily operations of the office; serves as the secondary level of complaint resolution; Plans and coordinates textbook ordering and buyback; reconciles invoices and purchase orders; resolves questions regarding sales transactions; provides training for cashiers; communicates with vendors regarding status of invoices; prepares requests for conference advances; audits reimbursement for proper mathematical procedural and documentary support; prepares summary reports; disburses Financial Aid and payroll checks. Checks and balances cash receipts, including deposits and reconciliation of bank statements; checks invoices, posts accounts payable; maintains general ledgers, runs trial balances prepares profit and loss statements and prepares reports; assists and advises students regarding records and accounts; types letters, purchase orders and invoices; maintains files. Handles collections/refunds of fees and fines for staff/students. Some night work at beginning of each semester.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager in Fiscal Services. Trains and leads hourly classified staff and oversees the daily operations of the office. May work and oversee the office without direct supervision.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a high school diploma; and, two years experience with increasing responsibility in bookkeeping/financial record keeping environment. Experience in processing fees for registration of students and handling of large sums of money.

AUXILIARY SERVICES SPECIALIST (continued)

Knowledge and Abilities

Knowledge of: fundamentals of accounting, bookkeeping and filing; cash handling procedures for security and safety; related school district accounting policies and regulations; standard office equipment.

Ability to: prioritize workload and prepare necessary reports; follow through on own initiative to clear up discrepancies or obtain necessary support material; implement and stay current in policies and procedures of the District as they are developed, changed or legally altered.

Skills: Good communication skills; operate a cash register, adding machine, computer, and other appropriate office equipment.