



HARMONY UNION SCHOOL DISTRICT

Job Description

Business Services Technician

Job Classification:	Business Services Technician
Work Location:	Harmony Elementary & Salmon Creek School
Job Range:	Range F
Calendar:	12 Months / 248 Contract Days (22-23)
Immediate Supervisor:	Site Administrator
Date of Last Adoption:	August 23, 2018

General Job Description

Oversees all data entry services including but not limited to, NSLP, SIS, Cal Pads, CBEDS, and Immunizations. Processes accounts payable and receivable. Orders curriculum, materials, and supplies. Manages facilities bookings, job postings, and provides support for front office. Supports food services by determining eligibility for government meal programs, maintaining records of sales, and other records as required. Performs other duties as assigned by Site Administrator or designee.

Supervision

The Business Services Technician serves under the general direction of the Administration and is directly responsible to the Site Administrator who sets work schedules and provides for the annual evaluation.

Duties and Responsibilities

- Serve as coordinator for the audit of the cafeteria program every three years.
- Regularly attend trainings for USDA guidelines and CALPADS
- Management of student enrollment including overseeing application submission, processing and updating in data systems.
- Management of Attendance reporting in SIS, CALPADS, CBEDS and other including weekly verifications and truancy monitoring
- Immunization and vaccination reporting and monitoring
- Providing for review by administration community communications
- Oversee and implement all required processes and meal patterns as updated by the State
- Oversee and prepare all eligibility applications for free/reduced lunch
- Complete yearly policy statement, annual packets, commodities contracts, and attestation statement confirming program compliance for free/reduced lunch program
- Oversee the fiscal services of the free and reduced lunch program including billing, verification of eligibility, government reporting, reimbursement claims, collecting payments and make deposits
- Works with Head of Food Services
- Verify student meals served are complete and reimbursable

- Collect applications and determine eligibility for NSLP
- Accurately account for money collected daily and prepares bank deposits weekly
- Prepare monthly billing statement for customers
- Prepare and submit monthly meal reimbursement claims
- Complete annual reports, as required
- Satisfactorily complete required trainings
- Manages employee training requirements and records
- Maintain confidentiality
- Monitor incoming students for required grade immunizations.
- File annual immunization reports with the State.
- File annual TK and Kinder immunization reports with the state. Follow up on conditional entrants to ensure immunizations are completed in a timely manner.
- Advise parents of required immunizations, including T-Dap requirement in 7th grade.
- Maintains accurate data in the Student Information System;
- Maintains adequate knowledge of Education Code, Board Policies, and school rules
- Prepares reports, memoranda, contracts, and other documents, including such reports as P-1, P-2, CBEDS, CalPads, and others as needed or assigned
- Complete Civil Rights Data Report every other year
- Certified Accounts Payable w/Escape Technology
- CalSAAS – Assignment Monitoring
- 1099 training, running the reports to make sure there are no errors and when creating new vendors – double checking that the W9 info is complete and accurate.
- SBA/ASB, Cafeteria Fund and Revolving Fund
- Other duties as assigned

Education, Experience, and Qualifications

- Must have experience with or attend training in: CalPads, CBEDS, SIS, State Immunization and other state reporting systems
- Ability to accurately prepare bank deposits and other money related transactions
- Ability to communicate clearly
- Schooling equivalent to high school completion
- College or vocational training in business services
- Complete necessary trainings