

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Business Office Specialist	Range:	40
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing complex accounting duties in the preparation, maintenance and review of various District or campus financial records, accounts, invoices, purchase requisitions and reports to assure accuracy and conformance to established policies and procedures; and coordinating administrative activities for an assigned area.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates daily activities for accounting area or department; ensures compliance with accounting principles and standards; makes recommendations to changes in procedures as necessary; reconciles and balances accounts and bank statements for assigned area or department.
2.	Performs secretarial and administrative duties of moderate complexity; schedules meetings and appointments for designated Manager; prepares agenda items; prepares minutes of meetings.
3.	Approves and rejects purchase orders; prepares and reviews various documents involved in financial transactions, such as invoices, requisitions, journal entries, purchase orders, budget transfers, contract agreements, and personnel changes for accuracy, compliance with appropriate regulations, and District policies and procedures.
4.	Monitors accounting activities of assigned categorically-funded programs; prepares expenditure and progress reports as requested; assists with year-end closing process.
5.	Coordinates the preparation and monitoring of campus budgets as required; reconciles, balances, and researches financial information for budget analysis purposes.
6.	Audits financial documents to assure accuracy, completeness; conduct research to resolve discrepancies as necessary.
7.	Coordinates communication and accounting activities with other departments and personnel, governmental agencies, private agencies and vendors.
8.	Provides information to District personnel regarding various records, budgets, accounts and programs; answers questions and resolves problems related to assigned program or accounting function.
9.	Maintains and files a variety of financial and accounting records, forms, listings and files requiring confidentiality; operates a variety of office equipment and machines.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Business Office Specialist maintains frequent contact with various departments and personnel, and outside vendors, agencies and financial institutions.

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**EDUCATION AND EXPERIENCE**

High school diploma or GED, supplemented by college courses in accounting  
Minimum four (4) years increasingly responsible work experience in accounting

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of accounting and auditing principles, practices and procedures  
Knowledge of financial and statistical record-keeping principles  
Knowledge of modern office practices, procedures and equipment  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of computer-based accounting systems  
Knowledge of various computer software programs  
Ability to interpret, apply, and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

College or District business office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

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