

PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982

CLASSIFIED JOB DESCRIPTION

**STAFF SERVICES SPECIALIST/FISCAL
(SEIU Local 1021 Salary Range 078)
Job Code: 058**

CLASS PURPOSE

Under the direction of the College Business Services Manager, is responsible for providing technical resource assistance in the day-to-day operations of the Business Services Department.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Maintains a repository of college fiscal data, state and federal statistics on fiscal and budget matters; develops as instructed by Business Manager relevant reports, facts and information necessary for decision making.
- Operates a personal computer to prepare letters, memorandums, committee meeting minutes, spreadsheets and databases for the Business Manager utilizing computer skills in MS Word, MS Excel, and MS Access.
- Assist in the reconciliation of the college bank accounts.
- Serves as liaison to community groups and Peralta employees for facility usage.
- Accounts payable – responsible for distribution and payment.
- Serves as a back-up in the Bursar's office, mailroom and Switchboard.
- Sets up all maintenance agreements.
- Performs financial and statistical research studies as assigned.
- Responsible for fiscal data collection, reporting, analysis and preparing excel spreadsheets as assigned by the business manager.
- Monitors college expenditures by verifying budget coding on all payroll related documents and all purchase requisitions for good and services.
- Primary contact person for photocopier and postage machine operation, maintenance and repair.

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- Performs a variety of functions pertaining to budget development.
- Disburses reimbursement and travel checks.
- Processes all work orders (custodian and physical plant)
- Processes general fund requisitions for funds 1- 10
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with a major in accounting, business administration or related field and two (2) years of responsible and professional work in budgeting, administrative and accounting experience; or any combination of education, training and qualifying experience that could likely provide the desired knowledge, skills and abilities to perform the essential functions of the position.
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Word, Excel, Access and PowerPoint) and knowledge of standard office equipment.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of California Community College regulations, practices and policies relating to management functions including Public Agency Accounting, Public Administration, Supervisory Practices Budgeting Principles and Procedures.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace

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- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: May 1998
August 6, 2009