Position Summary
Perform professional work involving providing staff assistance to the department administrator, coordinating and/or monitoring Department of Business and Financial Affairs (B&FA) activities and projects, fixed assets, mailroom operations, and the department's web site.

Reporting Relationship
Report to the Chief Financial Officer

Responsibilities
The essential functions include, but are not limited to, the following fundamental duties:

Provide confidential administrative directed and self-directed support to the department administrator that includes prioritizing and managing projects, providing research and analysis of information gathered; drafting correspondence, reports and presentations; validating numerical information; coordinating meetings and departmental activities, and delegating items to B&FA department staff as appropriate.

Maintain awareness of the broad range of department activities; reply to inquiries which require research and coordination of information from several sources; may respond for the department administrator when necessary.

Create, update, maintain and monitor B&FA calendar and activities for deadlines and planning purposes.

Review and analyze B&FA work flow processes; document inefficiencies and prepare recommendations to ensure that B&FA technology is utilized effectively; monitor work processes on an on-going basis to ensure that technology updates are put in place.

Coordinate documentation of business office procedures and policies, including annual review and up date of job descriptions.

Perform special projects requiring knowledge of B&FA technology; coordinate the study, planning, design, testing, and implementation of automation processes within the department, such as Time and Effort certification, travel and other areas as identified by management.

Provide coordination of the flow of information between B&FA and technical staff in Information Technology; ensure understanding of communications between the departments.

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Responsibilities (continued)

Design, create, maintain, and disseminate Lotus Notes databases for flow of information; utilize these databases to reporting B&FA data requirements (e.g., audit information).

Coordinate the redesign of department's web site; generate ideas for the redesign; provide feedback on content; and ensure that the web redesign project is meeting objectives.

Coordinate the redesign and on-going efforts of the department's training and support to all staff on the applications used within the department; work with individual department staff on ways to improve their computer skills and to utilize technology effectively.

Coordinate the mailroom functions and operations and provide work direction for mailroom staff.

Coordinate all functions of B&FA office moves, locations, relocations and other furniture/furnishing related requirements with B&FA staff through the appropriate District staff and in accordance with District standing policies and procedures.

Maintain and monitor the department's budget.

Maintain a fixed asset record system on the automated financial management system; audit input data and make corrections as necessary; establish internal procedures governing records; work with District technical staff to enhance the electronic fixed asset system.

Implement and maintain procedures that bring the district into compliance with the requirements of the Governmental Accounting Standards Board (GASB) Statement #34 related to fixed assets, depreciation and reporting; review and update procedures as necessary; communicate changes in procedures to affected staff.

Coordinate with District accounting staff and external auditors in the audit report requirements of GASB Statement #34.

Establish and maintain a records management system for the district that assures compliance with current laws regarding records retention and destruction; adjust property accounting records as necessary.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Considerable knowledge of electronic financial management systems and of the District's enterprise systems and network.

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Knowledge, Skills, and Abilities (continued)

Considerable knowledge of theories and principles of data management and the design of data systems and networks.

Considerable knowledge in determining how to leverage the power of technology to enhance and improve job performance.

Considerable knowledge of administrative procedures.

Considerable knowledge of research techniques.

Considerable knowledge of basic accounting principles.

Considerable knowledge of GASB #34, fixed asset management and depreciation methods.

Considerable knowledge of records management.

Some knowledge of process re-engineering.

Some knowledge of project management.

Strong technical skills including the use of productivity software and data base design.

Strong organization, problem-solving, and decision-making skills.

Considerable ability to interact effectively with district staff, vendors, representatives of outside agencies and other persons representing diverse cultural and ethnic backgrounds as necessary.

Considerable ability to plan, organize and follow-up on work activities.

Considerable ability to evaluate information and prepare recommendations.

Considerable ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Bachelor's degree with course work in accounting, information systems, English composition or a related field and three years of experience in information systems, accounting or financial administrative support, project management or a related field. (Equivalent combinations or education and/or experience will be considered.)