May 2021
FLSA: Exempt

BUSINESS OFFICER

DEFINITION

Under general direction, performs a variety of complex professional, financial, administrative, and analytical work in support of District managerial functions; coordinates activities with other programs, departments, and outside agencies; ensures work quality and adherence to established policies and procedures; recommends action and participates in formulating policy and procedure and in budget development and administration; provides technical and responsible assistance to the Library Director and/or department supervisors; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Library Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing professional administrative and analytical duties including budget development, administration, and analysis, financial analysis, and/or special staff projects. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Coordinates and performs professional-level work in assigned administrative service areas, programs, and/or functions, such as budget development, financial administration and reporting, grants, purchasing, database management, contract administration, employee benefits administration, management analysis, and/or special staff projects.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Assists in the preparation of the District budget; makes budget recommendations; coordinates and compiles budget recommendations prepared by other departmental staff into a comprehensive budget document; researches past expenditures and projects next year increases.
- Builds and maintains databases and spreadsheets of financial, budgetary, and other data; monitors and advises management of departmental budget expenditures; forecasts funding needed for staffing, equipment, materials, and supplies; prepares budget adjustments as necessary; monitors revenues and expenditures on a daily basis as well as for mid-year and end-of-fiscal year budget documents; prepares related budgetary reports; reviews purchase requisitions and ensures funds are available and the request is authorized.
- Assists and supports the Director in consistently applying cost effective and appropriate accounting and reporting procedures, internal controls and quality controls, latest General Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and related

regulations; recommends effective and improved reporting, policy, and procedural changes; coordinates and facilitates District and affiliate audits; prepares and reviews financial reports and annual financial statements.

- Monitors expenditures, revenues, and budget allocations to determine the District's financial status; prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including monthly revenue and expenditure reports; notifies the Director of potential issues, recommends resolutions, and prepares appropriate documentation for budget adjustments.
- Prepares supporting documentation and assists with annual audit process.
- Participates in development and implementation of program policies, procedure manuals, and guidelines; researches, analyzes, and summarizes various data including general ledger, human resources, and other financial and statistical data; presents findings and recommendations to management.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, and operational problems or issues; monitors legislation and analyzes proposed legislation.
- Interprets complex rules, regulations, contracts, policies, and procedures; applies such interpretation in the performance of assigned responsibilities.
- Prepares memorandums, letters, summaries, check requests, lists, and reports; responds to written correspondence; provides technical assistance; researches and analyzes related regulations.
- Processes, enters, adjusts, and reviews payroll for the District; analyzes timesheets and payroll data to match human resources and finance records; troubleshoots payroll issues; prepares Personnel Action Forms as needed for position, pay, and benefit adjustments.
- Administers employee benefits including insurance, retirement, and deferred compensation; inputs and maintains employee membership and health coverage data; communicates with third party brokers; processes payments for insurance, retirement, and deferred compensation; responds to employee inquiries.
- Provides consultation to District leadership and employees on risk management problems, including workers' compensation and health and safety issues; communicates and coordinates regularly with appropriate internal and external parties to maximize the effectiveness and efficiency of assigned programs and activities, minimize risk, and advise on claim developments.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and related material to become and remain current on principles, practices, and new developments in assigned work areas.
- Maintains record keeping and filing systems.
- Observes and complies with all District and mandates safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of business and public administration as applied to the operational unit or assigned program.
- General principles and practices of budget preparation and administration.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.

- Generally Accepted Accounting Principles.
- Principles of budget preparation, analysis, and monitoring.
- Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.
- Sound financial management policies and procedures.
- Methods and techniques of research, statistical analysis, report preparation, and presentation.
- Business letter writing and the standard format for reports and correspondence.
- Principles and procedures of record keeping, document processing, and filing systems.
- Mathematical principles and statistical techniques.
- District and mandated safety rules, regulations, and protocols.
- Library vendors, trends, and marketplace.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, evaluate, understand, interpret, and apply programs, policies, procedures, and guidelines; develop recommended solutions.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Perform a variety of professional accounting and financial and budget analysis involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned budgets.
- Plan and conduct effective management, administrative, and operational studies.
- Conduct research on a wide variety of administrative topics including contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Develop and administer assigned budgets and accurately track and process receipts of revenues and payments of expenditures.
- Use mathematical functions and principles and perform complex calculations accurately.
- Maintain and update accurate records and files.
- Handle sensitive and confidential information.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, or a related field.

Experience:
- Three (3) years of increasingly responsible professional experience in administrative work involving finance, budgets, contracts, or other related functions.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SPECIAL CONDITIONS

Public Employees Disaster Service Worker. In accordance with Government Code Section 3100, California public employees may be called upon to perform assigned disaster service worker duties in the event of an emergency or a disaster.