



# The ACADEMY

South Bay Regional Public Safety Training Consortium

560 Bailey Ave. San Jose, CA. 95141 408 229-4299

## Business Services Staff Assistant

### Job Announcement

*SALARY – Range 74*

*\$25.03 - \$30.43 Hourly*

#### DEFINITION

A Business Services Staff Assistant performs a wide variety of complex and specialized business office support tasks associated with accounting, accounts payable, accounts receivable, invoicing and data entry.

#### ASSIGNMENT

This is a part time, non-benefitted position. General assignment is 24 hours per week; 8:00 am – 5:00 pm. The primary work site is located at Coyote Valley Educational Center in San Jose.

#### DISTINGUISHING CHARACTERISTICS

The position requires strong organizational skills, some payroll and/or accounting experience, and comprehensive computer knowledge with an attention to detail. The successful candidate should also possess strong communication skills and the ability to interact positively with staff and the public.

#### EXAMPLES OF DUTIES

*Depending on assignment, duties may include, but are not limited to, the following:*

- Filing/scanning of vendor payments, training credit transactions, and invoices.
- Assist Accounts Payable Technician with entering and processing payments/cutting checks.
- Collect, verify and code credit card purchases and statements.
- Post invoices and bills to be paid in QuickBooks.
- Calculate and verify travel reimbursements and post to QuickBooks.
- Verify and obtain purchase orders and receipts to verify accuracy of invoices.
- Assist Accounts Receivable Technician with invoicing, recording payments and class reconciliation.
- Attempt to obtain payment on past due invoices.
- Handle cash transactions, payments and issue receipts.
- Prepare and record bank deposits.
- Review and enter course revenue share and registration credit for all participating agencies.
- Prepare and update a variety of reports, which may require the use of arithmetic calculations, problem-solving skills and independent analysis.
- Work with the public and provide quality customer service.
- Perform related duties as assigned.



*A Consortium of Community Colleges Dedicated to Innovative Public Safety Training*

<http://www.theacademy.ca.gov>

## **QUALIFICATIONS**

### *Knowledge of:*

- The English language to include proficient skills in spelling, grammar, punctuation and vocabulary;
- Proficient in contemporary office methods, procedures and equipment, including personal computers, software applications, word processing, spreadsheets, etc;
- Editing, proofreading and writing techniques;
- Business math computations and basic business data processing principles.
- Basic knowledge of applications such as QuickBooks Desktop, Microsoft Word, Excel and ADP.
- Principles of positive Customer Service/Relations.

### *Ability to:*

- Work independently without close supervision, as well as accept direction from supervisor and others;
- Work with Microsoft-based applications or demonstrate skills to learn applications quickly; including Microsoft Word, Excel, Access and other proprietary software applications;
- Work with QuickBooks Desktop and ADP payroll systems;
- Understand and implement the dynamics of team work;
- Present a professional and positive image in the work environment;
- Research, write, edit and proofread accurately;
- Analyze situations carefully and adopt effective courses of action;
- Handle sensitive matters with diplomacy and tact;
- Maintain confidentiality pertaining to students, employees and instructors;
- Operate a calculator, computer, fax machine and other office equipment;
- Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules;
- Establish and maintain effective working relationships with staff, students, outside agencies, media representatives and the general public;
- Communicate effectively both orally and in writing;
- Organize, prioritize and coordinate work activities.
- Demonstrate flexibility in a dynamic and fast paced work environment.
- Satisfactorily pass a criminal history and fingerprint background
- Acquire and maintain a valid California Driver's License

## **EXPERIENCE AND EDUCATION**

The qualified candidate must possess a combination of experience and education likely to demonstrate that they possess the required *knowledge* and *abilities* listed above. A typical way to obtain the *knowledge* and *abilities* would be through the educational equivalent to a high school diploma and two years of accounting and/or accounts payable/receivable experience, or possession of an AA degree with some lesser period in an accounting office support staff capacity.

**BENEFITS:** This is a part-time, non-benefited position.

**SALARY:** Range 74: \$25.03 - \$30.43 Hourly based on 2024-25 Salary Schedule.

**APPLICATION REQUIREMENTS:**

Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at [www.theacademy.ca.gov](http://www.theacademy.ca.gov))
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications

**CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.**

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.

*Submit application materials to:*

Ernie Smedlund, Director of Administrative Services

560 Bailey Ave.

San Jose, CA. 95141

Phone 408-229-4255

Fax 408-229-4298

Email: [esmedlund@theacademy.ca.gov](mailto:esmedlund@theacademy.ca.gov)

**Closing Date: UNTIL FILLED**

South Bay Regional Public Safety Training Consortium is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicant with disabilities who self-disclose.