

BUSINESS SERVICES COORDINATOR
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256218>

Downloaded On: Apr. 26, 2025 12:23pm

Posted Apr. 25, 2025, set to expire May 11, 2025

Job Title BUSINESS SERVICES COORDINATOR
Department Staff
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Apr. 25, 2025

Application Deadline 05/11/2025

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Administrative Support/Services

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Job Description

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BUSINESS SERVICES COORDINATOR

San Jose/Evergreen Community College District

Close/First Review Date:05/11/2025

Work Location: San Jose City College

Position Description:

POSITION SUMMARY

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The Business Services Coordinator reports to the Business Services Supervisor at the San Jose City College. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 8:00 a.m. - 5:00 p.m.

This position is represented by CSEA (California School Employees Association), Chapter 363.

POSITION PURPOSE

Under general supervision of assigned administrator, performs a variety of administrative and secretarial support activities. Office duties include: coordinate campus facilities requests by internal and external groups; assist students with outstanding tuition balances; provide clerical and support services for the Administrative Services Office.

KEY DUTIES AND RESPONSIBILITIES

1. Coordinate campus facilities and rental arrangements. Act as liaison between potential facility users and the campus (including affected departments) schedules facilities for special events, write and issue permits, collect and file indemnification and insurance forms, invoice for and rental and/or direct cost fees.
2. Analyze, investigate, resolve and collect student fees; act as Bursar; place and remove holds, and set up payment plan for students.
3. Assist supervisor preparing grant reports.
4. Maintain departmental budgets; make budget transfers, create purchase orders, and pay vendors.
5. Oversee, review and analyze transactions including processed by others for accuracy, proper account coding or classification and allocation; follows up with vendors, suppliers, and agencies to reconcile transactions.
6. Assist supervisor in preparing accounting reports, documenting adjustments to account balances, detailing the transaction trail for audit purposes; assist internal and external auditors with the review of financial records and transactions.
7. Reconcile campus department deposits, include cosmetology, dental, library, ceramics, Admission and record. Reconcile cash bags and deposit them in a timely manner.

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8. Maintain event schedule on web and interact with neighborhood associations related to facilities and campus events. Maintain campus van schedule.
9. Check-in/disburse payroll and reimbursement checks with use of related database modules; preparation and collection of advances. Coordinate matter with the District Office personnel.
10. Disburse petty cash and athletics meal money for the campus, reconcile and prepare reimbursement requests.
11. Prepare changes funds and reconcile cash report for Athletic & special events. Maintain cash boxes; make bank deposits; interact with bank staff regarding checking and scholarship accounts.
12. Provide and process agreements; edit and maintain agreements; monitor expiration dates, inform appropriate executive staff.
13. Assist staff and students to file lost warrants related to financial aid, payroll and reimbursement checks.
14. Perform a variety of administrative, secretarial, and clerical support functions for assigned office activities; independently prepare and send correspondence; respond to letters and general correspondence of a routine nature; prepare reports and graphic materials as assigned.
15. Provide staff support on a variety of boards and committees, prepare agendas and other material; prepare minutes and distribute.
16. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Organization, time management and standard office procedures.
2. Advanced principles and procedures of record keeping and reporting.
3. Generally accepted financial accounting methods, practices, and college/program accounting practices and procedures.

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4. Modern office procedures, methods and computer equipment.
5. Computer-aided spreadsheets, sufficient to prepare templates and financial reports.
6. Math skills sufficient to perform complex computations and statistics.
7. English usage, spelling, grammar and punctuation.

Skills and Ability to:

1. Logistics skills sufficient to assist with facility use coordination.
2. Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.
3. Interpret and apply administrative and departmental policies, procedures, laws and regulations.
4. Work independently in the absence of supervision.
5. Prepare reports and communications, compile and maintain sensitive records.
6. Independently prepare correspondence and memorandums.
7. Manage and maintain multiple budgets.
8. Exercise patience and discretion in communications with others inside and outside the organization.
9. Communicate technical concepts to others, as needed.
10. Trial balance financial summaries, account adjustments, prepare custom reports using spreadsheets and relational databases.
11. Analyze accounting procedures and recommend improvements to document processing and automated systems and controls.
12. Understand and apply practices and methods used in financial auditing.
13. Initiate and conduct research, complete complex arithmetic computations, solve technical problems

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associated with financial transactions.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Equivalent to completion of the twelfth grade supplemented by college coursework in Accounting, Business, Finance or related field.
2. Two years experience involving the preparation and maintenance of accounting, financial and budget information.
3. Administrative (clerical) experience involving heavy public contact and providing primary support to management staff.

Licenses and Certificates:

1. Possession of a valid California Class C drivers license.

Desired Qualifications:

DESIRED QUALIFICATIONS

1. Bachelors degree in Accounting, Business Administration, Finance or related field.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

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Salary Range:

\$83,427 - \$101,793 Annual Salary (Range 100: Classified Salary Schedule Fiscal Year 2024-2025). Starting placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

San Jose/Evergreen Community College District

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