



The ACADEMY

South Bay Regional Public Safety Training Consortium

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

Opportunity Type

CLASSIFIED EMPLOYMENT OPPORTUNITY

Position Title

BUSINESS SERVICES STAFF ASSISTANT II

First Review Date: May 25, 2026

This position is open until filled; however, applications received after the first review date will be considered at the discretion of the Academy.

Department

Fiscal Services

Work Location

Gavilan College Coyote Valley Campus

Definition

The Business Services Staff Assistant II is assigned to the Fiscal Office and performs a wide variety of complex and specialized accounting and business office support tasks. Responsibilities include accounting support, accounts payable and receivable, invoicing, data entry, and financial record maintenance.

This is a full-time, non-exempt position. General assignment is 40-hours per week, normally 8:00 am - 5:00p.m. Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on class schedules and Consortium needs.

About South Bay Regional Public Safety Training Consortium

South Bay Regional Public Safety Training Consortium (The Academy) leads the way in providing high-quality, cost-effective public safety training to approximately 2700 full-time equivalent students (FTEs) each year including professionals from more than 70 city and county agencies.

The Academy operates under a Joint Powers Agreement with six community colleges and certifies training in law enforcement, fire services, emergency medical training, dispatch, and more. Member colleges who include Gavilan College, Monterey Peninsula College, College of San Mateo, Lake Tahoe Community College, Cabrillo College, and Ohlone College provide college credit for most courses offered by The Academy.



A Consortium of Community Colleges Dedicated to Innovative Public Safety Training

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

Salary Range

Anticipated Hiring Range: \$5,406/month - \$5,676/month

Salary Range 88: \$5,406/month - \$6,571/month (Step A – Step E)
\$64,872/annual - \$78,852/annual (Step A – Step E).

Benefits Summary

This is a full-time hourly position with 19 paid holidays, 15 paid vacation days, and 12 sick days accumulated annually. The Consortium offers Medical, Dental and Vision plans to employees and dependents. The Consortium Retirement Plan (457b) is competitive (but not PERS/STRS) with a 6% Consortium Retirement Plan Match.

Ideal Candidate

Is a resourceful and customer service-oriented professional who enjoys helping others and takes pride in being a reliable, critical member of a collaborative Fiscal team. This individual is highly organized, willing to take initiative, attentive to detail, and able to manage multiple priorities in a fast-paced environment. A warm, customer-focused approach combined with sound judgment and a strong commitment to accuracy and confidentiality is essential. The successful candidate communicates clearly, is comfortable working with, or willing to learn, QuickBooks and ADP systems and standard office software and is motivated to support departmental projects and continuous improvement efforts. Public-sector experience is preferred.

The Opportunity

Under general direction, the Business Services Staff Assistant II performs technical and clerical accounting duties in support of fiscal operations. The position ensures accurate financial processing, maintains records, assists with reporting, and provides customer service to staff, vendors, and the public.

Key Duties and Responsibilities

Essential job functions include, but not limited to the following:

1. Files and scans vendor payments, training credit transactions, and invoices.
2. Assists Accounts Payable Technician with processing payments and issuing checks.
3. Collects, verifies, and codes credit card transactions and statements.
4. Enters and maintains invoices and bills in accounting systems (QuickBooks).
5. Calculates and verifies travel reimbursements.
6. Processes and prints checks using accounting software.
7. Verifies purchase orders and receipts to ensure invoice accuracy.
8. Assists Accounts Receivable with invoicing and payment processing.
9. Records and reconciles cash, check, and credit card transactions.
10. Coordinates with vendors to resolve discrepancies and reconcile past-due invoices.
11. Handles cash transactions and issues receipts.
12. Prepares and records bank deposits.
13. Reviews and records course revenue share and registration credits.
14. Prepares and updates financial and operational reports requiring calculations and analysis.

15. Maintains and updates job codes in accounting systems.
16. Provides customer service to staff, vendors, and the public.
17. Assists with payroll and other fiscal service functions as needed.
18. Performs other related duties as assigned.

Knowledge of:

1. Proper English usage, grammar, spelling, and punctuation.
2. Modern office practices, procedures, and equipment.
3. Basic accounting principles and business math.
4. Data entry and financial recordkeeping systems.
5. Software applications such as QuickBooks, Microsoft Word, Excel, and ADP.
6. Customer service principles and practices.

Skills and Ability to:

1. Work independently with minimal supervision and follow direction as needed.
2. Learn and apply new software and systems efficiently.
3. Perform accurate data entry with strong attention to detail.
4. Analyze information and solve problems effectively.
5. Communicate clearly and professionally, both orally and in writing.
6. Maintain confidentiality of sensitive information.
7. Organize, prioritize, and manage multiple tasks and deadlines.
8. Establish and maintain effective working relationships.
9. Provide high-quality, effective customer service.
10. Adapt to a fast-paced and dynamic work environment.

Required Qualifications

EDUCATION AND EXPERIENCE

1. High school diploma or equivalent, AND two (2) years of accounting, accounts payable, or accounts receivable experience;
- OR**
2. Associate degree (AA) with at least one (1) year of related accounting support experience.

Desired Qualifications

Experience with QuickBooks and ADP payroll systems.

District's Diversity

1. Demonstrated sensitivity, knowledge, and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals and groups.
2. Success integrating diversity into job duties or demonstrated equivalent transferable skills to do so.

Working Conditions

Environment:

1. Typical office environment with regular use of computers and standard office equipment.
2. Regular interaction with others in person, by phone, and through electronic means.

Physical Demands:

1. This position regularly involves working on a computer for data entry, financial analysis, and communication tasks using standard office software and equipment.
2. The role requires the ability to review and work with detailed information, including numerical and alphanumeric data.
3. The position may involve extended periods of sitting and working at a desk.
4. Hearing and speaking to exchange information.
5. Occasionally, the position may involve moving or retrieving files and operating standard office equipment.

Selection Process

It is the responsibility of the applicant to submit all application materials as a complete package within the application period.

Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at www.theacademy.ca.gov/jobs)
- Resume
- Cover Letter
- Unofficial transcripts demonstrating minimum educational qualifications.

Additional Information:

1. Candidates are responsible for any travel costs associated with the interview process.
2. South Bay Regional Public Safety Training Consortium is an equal opportunity employer committed to an inclusive and accessible workplace.
3. We do not discriminate on the basis of race, color, religion, sex, gender (including gender identity and gender expression), sexual orientation, marital status, national origin, ancestry,

age, disability (physical or mental), medical condition, genetic information, or military and veteran status, or any other characteristic protected by applicable federal, state, or local laws.

4. In compliance with Title IX and Section 504, we are committed to providing equal access and opportunity.
5. Reasonable accommodations will be provided to qualified applicants with disabilities upon request.
6. Applicants must be authorized to work in the United States and will be required to provide documentation verifying eligibility.

Satisfactory completion of a background check (including a criminal records check) is required for employment. The Academy will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.

The standard background check includes: criminal check, employment, and education verification. As part of the process, fingerprinting via LiveScan is required. The Academy will reimburse all costs associated with this procedure. Evidence of required degree(s) or certification(s) will be required at time of hire.

Other Applicant Information:

1. Only complete application materials will be considered. No exceptions.
2. Letters of Recommendation are NOT required and will not be forwarded to the hiring committee.
3. Upon hire 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.
4. Application materials become the property of the District and will not be returned or duplicated.
5. Meeting the minimum qualifications does NOT assure an interview.
6. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.