

**CLASS SPECIFICATION  
Athletic Business Specialist**

FLSA Status: Non-exempt  
EEOC Job Category: Office and Clerical  
Union Representation: Represented

**GENERAL PURPOSE**

Under general supervision, performs responsible accounting support duties for the Athletic Department; handle all transportation and team travel arrangements, coordinate ticketing and Athletic Department passes, coordinate claims and payments for athletic injuries; and performs related work as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Complies and analyzes financial information for yearly budget preparation and year-end closing; tracks and monitors available department funds; prepares clear and accurate financial records and reports for administrator and coaching staff; reconciles accounts as needed, identifies budget and/or expense discrepancies and verifies corrections; monitors transactions for Associated Student Body (ASB) and Foundation accounts; maintains compliance with all ASB, District and Foundation policies and procedures governing athletic department funds.

Process all purchase orders; obtain signatures and order number from ASB bank; track and record all cash transactions on accounts; transport money to ASB bank for deposit; track purchase orders for invoice and payment; verify invoices to purchase orders and submit to ASB bank for check processing; review checks received from ASB bank for vendor and account accuracy; maintain log of checks issued from athletic department; process petty cash vouchers; prepare journal entries to correct errors.

Coordinate college van schedule; arrange alternate rental transportation for teams, including vans, charters or plane reservations; arrange charter busses for football season; handle all travel arrangements for teams, transportation, hotel lodging, meal stipend, and tournament entry fees.

Coordinate and schedule ticket selling staff for men's basketball and football seasons; sell tickets and manages gate revenue; transport money to ASB bank; prepare financial reports for all post-season events and submits to the state office of Commission on Athletics; maintain list of department personnel who receive passes for various conferences associated with LBCC participation or recruitment; obtain and distribute passes to athletic department personnel.

Coordinates claims and payments for athletic injuries with Student Insurance, Blue Cross and local doctors and hospitals; ensure billing and payment information is accurate; maintain Student Insurance and HIPPA forms for all claims.

## **OTHER DUTIES**

1. Assist at special athletic events as necessary, including annual golf tournament, banquets, tournaments or post-season events and regular scheduled home contests.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping.
2. Basic budgeting principles and terminology.
3. Project and cost accounting methods and procedures and related financial transactions.
4. Principles and practices of sound business communication.
5. Record keeping and filing practices and procedures.
6. Basic accounting and internal control practices and procedures.

### **Ability to:**

1. Operate a personal computer using standard business software; operate other standard office equipment.
2. Organize work, set priorities and exercise sound judgment within established guidelines.
3. Interpret, apply and reach sound decisions in accordance with applicable law, rules, regulations, policies and department procedures.
4. Make calculations and tabulations and review fiscal and related documents and information accurately and rapidly.
5. Exercise sound independent judgment within areas of responsibility.
6. Communicate clearly and effectively, orally and in writing.
7. Understand and carry out written and oral instructions.
8. Prepare clear and accurate financial records, correspondence and other written materials.
9. Establish and maintain effective working relationships with District management, staff, external agencies and others encountered in the course of work.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; an Associate's degree and one year of progressively responsible office administrative experience which included budget and account maintenance duties, or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel, operate personal computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and occasionally lift up to 10 pounds.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, administrators, faculty, staff, students, vendors and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.