

## **Birmingham Community Charter High School Business Office Associate**

Title: Business Office Associate  
FLSA Status: Non-Exempt  
Reports to: Chief Business Officer  
Supervises: NA

### **DEFINITION:**

Under the direction of the Chief Business Officer, independently performs a variety of professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports for the organization. Prepare, process and maintain payroll records and spreadsheets. Assist with bank deposits. Coordinates and monitors expenditures and receivables for specified school funds.

### **ESSENTIAL FUNCTIONS:**

- Creates cash deposit and payment tracking spreadsheets; inputs vendor payments into spreadsheets and database; maintains, updates and clears Revolving Cash Fund
- Clarifies purchase information with vendors, maintenance and operations, and purchasing department representatives
- Prepares pre-list authorization for payment requisitions; obtains check signature and arranges for payment mailing; issues approved checks; files back-up documentation
- Tracks expenditures and receivables; maintains W-9 forms for all vendors; reconciles bank statements
- Reviews files to check for completeness, potential revenue forms, deposit backup
- Audits employee reimbursement requests; ensures that all requests comply with BCCHS policy and receipts are included with the request
- Prepares and directs correspondence regarding payments, deposits, and accounting procedures
- Perform accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting (GAAP)
- Enter data into the database; verify accuracy of data and reconcile accounts as necessary
- Perform responsible technical duties related to the acquisition of supplies, equipment and materials, assist staff in the determination of sources of supply, obtaining current prices, detailed specifications and delivery information; assure timely delivery and follow up on delivery as necessary
- Maintain contact with vendors, consultants and other providers of services regarding discrepancies in invoices, statement and/or deliveries
- Process a variety of purchasing documents; examine and check requisitions; monitor departmental accounts to assure adequate funds for purchases; process payments to vendors
- Maintain and process accounts payable and receivables; perform accounts payable and receivable work for complex and specialized accounts such as professional services contracts, contract and lease agreements, service agreements, numerous vendors and other invoices through the applicable financial system; verify accuracy and timely payment of invoices; reconcile as necessary; maintain records
- Monitor, maintain, record and file accurate records of conference attendance/reimbursement transactions; make travel arrangements/reservations for attendees
- Monitor and process expenditure reimbursements in compliance with BCCHS fiscal policy; verify and sort expense transactions to be charged; maintain, record and file accurate records of transactions
- Research data, prepare and maintain records for various financial claims, records and reports for various accounting areas; maintain efficient and effective record-keeping systems and audit trails
- Review budget documentation to assure that expenditures are properly charged and do not

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- exceed appropriations
- Prepare, maintain, and review financial records, accounts and claims for specialized funds, reconcile bank statements and prepare summarized financial reports
- Receive and process incoming financial documents; perform financial reconciling and posting; maintain records for assigned areas of responsibility
- Assist administration with projected budgets and spreadsheets for assigned programs
- Perform related duties as assigned

### KNOWLEDGE OF:

- Accounting and fiscal systems, policies, procedures and practices
- Modern office practices, procedures and equipment
- Record keeping techniques
- Organization, operations, policies and objectives of the organization
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a personal computer
- Mathematical computations with speed and accuracy
- Travel arrangement including airlines, rental car agencies and hotels
- Audit procedures
- General ledger systems

### ABILITY TO:

- Perform professional and technical accounting work involved in the preparation and maintenance of financial records
- Maintain a variety of fiscal records, accounts and funds
- Analyze and resolve problems and draw accurate conclusions
- Work independently with little direction
- Meet schedules and deadlines
- Plan and organize work
- Work confidently with discretion
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others

### EDUCATION:

Associate Degree required. Bachelor degree with a focus in accounting or business desired.

### EXPERIENCE:

A minimum of three years accounting, business or finance experience.

### PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel; talk or hear.
- The employee is frequently required to reach with hands and arms.
- The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 35 pounds.
- Noise level in the work environment is usually moderate.

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Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

**Right to Revise:**

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date