

Birmingham Community Charter High School Business Office Technician

Title: Business Office Technician
FLSA Status: Non-Exempt
Reports to: ASB Student Finance Manager
Supervises: N/A

DEFINITION:

Under the supervision of the ASB Student Finance Manager, a Business Office Technician performs routine clerical duties requiring accuracy in bookkeeping operations, maintaining ledgers, maintaining and verifying records, maintaining cash accounts and deposits, maintaining store inventory, and compiling and tabulating reports.

ESSENTIAL FUNCTIONS:

- Open student store daily including opening safe and setting up change funds
- Operate point of sale register to assist customers with purchasing items from student store
- Count, reconcile currency from multiple point of sale registers and from event gate ticket sales to prepare bank deposits
- Prepare game tickets and cash boxes for ticket sellers during sports and other events, and sell gate tickets and event-related items at games and student activities
- Count and reconcile event ticket sales and gate receipts
- Assist club advisors regarding money deposits into club accounts; issue receipts
- Verify checks received for payment; process credit card purchases; issue receipts for monies received
- Maintain inventory of store items; requisition orders to maintain store supplies; receive/process deliveries of store items
- May prepare and print checks as directed
- Sell student yearbooks
- Prepare schedules of documents for posting to ASB accounts
- Tabulate and summarize financial reports
- Verify, segregate, and distribute warrants, invoices
- Assist in the preparation of financial and statistical reports
- Maintain journal or card records and subsidiary ledgers
- Perform simple coding of documents
- Record a variety of data on appropriate records
- Prepare, compile, and verify information, documents, and reports
- Match invoices and receiving reports against purchase orders
- May perform miscellaneous typing duties and file various reports
- Coordinate activities of student workers in the store and at events

- Perform related duties as assigned

KNOWLEDGE OF:

- Record-keeping and bookkeeping methods, practices and procedures including FCMAT procedures and requirements pertaining to ASB guidelines
- Office machine operations, including the operation of point of sale registers, personal computer, calculators, microfiche viewers, and printers
- Cash handling procedures
- Web browsing techniques
- Modern office practices, procedures and equipment
- Microsoft Office including Word, Excel and PowerPoint
- Record keeping techniques
- Organization, operations, policies and objectives of the organization
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of field of specialty

ABILITY TO:

- Make arithmetical computations rapidly and accurately
- Count and reconcile point of sale registers and event ticket sales
- Make accurate and rapid arithmetical calculations and cash transactions
- Provide direction to student volunteer workers in student store and at events
- Post figures rapidly, neatly and accurately
- 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 situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work
- Work confidently with discretion and with frequent interruptions in a student store environment
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Operate a variety of office machines including typewriter, calculator and computer
- Conduct internet searches
- Establish and maintain cooperative and effective working relationships with others including students, teachers, and club advisors

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency, and supplemented by courses in accounting and bookkeeping.

EXPERIENCE:

Six months of office experience, including bookkeeping or other work requiring numerical facility. One year of business education in a recognized college or business school may be substituted for the required experience.

PHYSICAL DEMANDS:

- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform light physical exertion
- Lift and carry 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations

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