

Birmingham Community Charter High School

Senior Business Office Associate

Accounting Operations

Title: Senior Business Office Associate – Accounting Operations
FLSA Status: Non-Exempt
Reports to: Chief Business Officer
Supervises: General supervision is exercised over accounting and student workers

DEFINITION:

Under the direction of the Chief Business Officer, independently perform a variety of highly professional, technical and analytical accounting functions; utilize independent judgment to provide technical assistance to staff and the public; participate in the preparation, maintenance and updating of a variety of manual and automated program accounting operations to maintain the solvency of the Charter.

ESSENTIAL FUNCTIONS:

Payroll:

- Receive and review payroll data; process and ensure accuracy of pay rates
- Maintain school districts and County Office automatic payroll deposit controls and actions
- Maintain accurate control records for classified and certificated payroll deductions and gross earnings
- Resolve payroll discrepancies and provide information to employee
- Update and Maintain employee information in Accounting System
- Reconcile payroll reports and prepare approval packet for supervisor
- Process benefit, and payroll liability payments as needed
- Reconcile and distribute W-2 Wage Statements for school employees
- Oversee the payroll process if needed

Accounts Payable:

- Maintain purchase order records; prepare status reports, resolve problems and answer questions
- Assist with ensuring procurement vendor relationship processes by managing contracts with external agreements
- Maintain contact with vendors, consultants and other providers of services regarding discrepancies in invoices, statement and/or deliveries
- 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; ensure timely delivery and follow up on delivery as necessary
- Process a variety of purchasing documents; examine and check requisitions; monitor departmental accounts to ensure adequate funds for purchases; process payments to vendors
- Create new vendor accounts in accounting system
- Maintain and process accounts payable; perform accounts payable 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

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- Review budget documentation to ensure that expenditures are properly charged and do not exceed appropriations
- Oversee the Accounts Payable process if needed

Accounts Receivable:

- Prepare, maintain, and secure all incoming cash receipts
- Maintain accounts receivable; provide for the proper processing of accounts receivable; maintain records of bank deposits including financial records, reports, documents and files.
- Prepare journal entries as needed to record receipt of funds.
- Responsible for preparing proper journal entries related to all Federal, State and Local funds.
- Oversee the Accounts Receivable process if needed.

Business Operations:

- Collect, verify and prepare cash flow statements from school operations in order to follow bank policies
- Respond to inquiries for the purpose of providing information and/or direction
- Manage accounts payable, accounts receivable, payroll, purchasing, and asset inventory
- Oversee banking functions (treasury management, credit cards, merchant accounts, lines of credit, loans)
- Drive improvement and innovation in critical areas of school operations by increasing efficiency and effectiveness

General Accounting:

- Reconcile account balances to maintain accurate account balances and comply with related policies, practices and/or regulations
- Research discrepancies of financial information and/or documentation to ensure accuracy and adhere to procedures prior to processing for action
- Perform a variety of accounting clerical duties related to maintenance of departmental accounting records; balances accounts; assists in departmental/school budget computations
- Prepare adjusting and closing entries to accounting records monthly
- Enforce accounting policy and best practices to ensure proper accounting controls
- Perform related duties as assigned

KNOWLEDGE OF:

- Current accounting procedures applicable to both the public school environment and non-profit agencies in accordance with GAAP
- Accounting methods, practices and terminology used in manual and automated bookkeeping and financial record keeping
- Financial and technical analysis techniques
- Report preparation, writing and presentation methods
- Current and pertinent software applications
- Record keeping techniques
- Audit procedures
- Technical aspects of field of specialty
- Organization, operations, policies and objectives of the organization
- Effective oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Principles and practices of accounting and budgeting
- Mathematical computations with speed and accuracy
- Modern office practices, procedures and equipment
- Methods of operating standard office equipment

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ABILITY TO:

- Perform multiple, highly complex, technical tasks to meet changing job conditions
- Adapt to changing work priorities
- Prepare and maintain accurate records
- Perform high level math calculations
- Read technical information, compose a variety of documents, and/or facilitate group discussions
- Routinely gather, collate, and/or classify data and use basic, job-related equipment to generate reports
- Work with detailed information/data utilizing defined but different processes; and operate equipment using defined methods
- Track budget expenditures, generate journal entries and compile financial reports
- Provide information and/or advice to others
- Effectively manage projects to include the maintenance of schedules and coordination of all phases of assigned projects
- Assist in the preparation of documentation for new procedures and changes in existing procedures with school districts; ensure compliance with California Department of Education, LAUSD and LACOE Standards
- Identify issues and create action plans to problem solve
- Problem solve with data requiring independent interpretation of guidelines
- Problem solve with limited equipment
- Schedule meetings
- Meet deadlines and schedules and set priorities
- Work with others in a wide variety of circumstances
- Communicate clearly and concisely, both orally and in writing with diverse groups
- Establish and maintain cooperative professional relationships with those contacted in the course of work
- Work as part of a team
- Work with constant interruptions
- Work under minimal and limited supervision following standardized practices and/or methods
- Utilize resources from other work units may be required to perform the job functions
- Demonstrate attendance sufficient to complete the duties of the position as required
- Attend and participate in staff meetings and in-service activities; maintain current knowledge of laws and regulations related to assigned activities

EDUCATION:

Bachelor's degree with a focus in accounting, business or related field required.

EXPERIENCE:

A minimum of five (5) years increasingly responsible experience working in school accounting, business, or in a finance department. Intermediate skill level in Microsoft Office Suite including Excel, Word, PowerPoint and Outlook.

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
- Work at a desk, conference table or in meetings of various configurations
- 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 25 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