



JOB DESCRIPTION

POSITION TITLE: Business Office Specialist I

POSITION STATUS: Non-exempt, FT 40 hours per week, 12 month

QUALIFICATIONS:

1. Minimum of an associate's degree or several years of related experience
2. Additional training/ experience in computer applications desired
3. Physically able to perform assigned duties

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Modern office practices and procedures, including filing systems, correct English usage, spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, including computers and a variety of related application software (i.e. Microsoft Word, Excel, Power Point etc.); collection of data and information.

Two to five years of bookkeeping or general accounting experience preferred.

Skills/Ability to: Work independently and with minimal supervision in a multi-task environment of frequent interruptions and changes in task priority; accurately perform simple mathematical calculations; meet stringent deadlines; communicate effectively in oral and written form; effectively operate a computer and use appropriate application software; understand and follow oral and written directions; deal effectively and professionally with students, parents, school employees, and the general public.

REPORTS TO: Senior Accountant

SUPERVISES: No

PERFORMANCE ABILITIES:

A. Work Habits

1. Observes assigned work hours.
2. Maintains a pattern of prompt and regular attendance.
3. Adjusts to work assignments and/ or schedule changes.
4. Perform in a manner that reflects positively on the school.

B. Performance Responsibilities

1. Responsible for accounts payable functions for the school.
2. Ensure invoices are input into the accounts payable module as received, are paid timely and all applicable discounts are taken.
3. Ensure that all payments, including all purchases made on credit, have required documentation, proper approvals and are coded correctly.
4. Open mail daily and date stamp.
5. Establish a tracking system for all contractual payments.
6. Process semi-monthly credit card purchases, make payments, ensure support and proper approval attached and prepare journal entry for transactions.
7. Work with departments to ensure they have knowledge and training, if necessary, of existing accounting policies.
8. Ensure vendor files are maintained and accurate.
9. Maintain vendor relationships and follow up with outstanding issues.
10. Prepare cash requirements/coding report to accompany each check run.
11. Review any account payable issues with Senior Accountant and Chief Financial Officer.
12. Participate in financial statement reviews with departments.
13. Process biweekly credit card transaction via manually and journal entry.
14. Prepare 1099s and 1098 annually.
15. Keep current W-9s and Certificate of Liability for all vendors.
16. Responsible for cash receipts functions for the school.
17. Process daily cash receipts, record appropriately and make deposit.
18. Ensure proper records of deposits are maintained.
19. Enter miscellaneous cash receipts to journal entry.
20. Prepare cash banks for school events as needed.
21. Check deposits via bank remote deposit.
22. Process employee reimbursements for payroll.



23. Process SCRIP check requests and recording of SCRIP deposits.
24. Update and maintain Fixed Asset schedule.
25. Responsible for maintaining the depreciation schedule.
26. Backup for student billing and payroll functions.
27. Assist with annual audit.
28. Perform other duties as assigned.

C. Training and Experience

1. Maintains expertise in assigned areas.
2. Participates successfully in professional learning opportunities available to increase skill and proficiency related to assignment.
3. Participates successfully in computer training to attain and/or maintain skills necessary to achieve proficiency of performance responsibilities.

D. Personal Qualities

1. Demonstrates a positive attitude toward work assignment.
2. Accepts responsibility for work assigned.
3. Maintain professionalism in dress, speech and manner.
4. Accepts constructive criticism.

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time, bend, squat, reach, lift, carry, push or pull light weights.