



**Job Title:** Business Office Support Specialist

**Department:** Business Office

**Reports To:** Finance Director- 12 Month Position

### **Position Summary:**

Florida Christian School is seeking a Christ-centered, highly organized, and detail-oriented Business Office Support Specialist. The primary responsibility of this role is to provide essential back-up support to the existing Business Office staff, ensuring continuity of service during staff absences such as PTO or vacations. This individual will be cross-trained in the responsibilities of each team member to serve effectively in a flexible, support-driven capacity. In addition to backup coverage, the Business Office Support Specialist will assist with key financial and administrative functions vital to the day-to-day operations of the school.

### **Key Responsibilities:**

- **Cross-Training & Backup Support**
  - Learn and become proficient in the daily responsibilities of all three business office staff members.
  - Serve as reliable coverage during absences to ensure smooth and uninterrupted office operations.
  
- **Operational Support**
  - Assist with processing over 250 purchase orders monthly.
  - Print and reconcile Amazon orders against monthly statements.
  - Request and organize supporting documentation for credit card accounts (Home Depot, Exxon, Shell, American Express).
  - Communicate with and follow up with parents on STEP UP scholarship enrollments, approvals, and payments.
  - Print and maintain daily deposit details from the One Church platform.
  - Gather and prepare requested documentation for external auditors.

### **Qualifications:**

- A committed Christian with a personal relationship with Jesus Christ, actively growing in faith and living a life that reflects Christian values.
- Regular attendance at a local church that aligns with FCS mission and values is expected.
- Prior experience in a school or business office setting is preferred.
- Working knowledge of:
  - General business office procedures
  - Accounts payable and receivable
  - Payroll processes
- Exceptional attention to detail and organizational skills.
- Strong interpersonal and customer service skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency in Microsoft Office (Word, Excel) and the ability to learn new software platforms.

**Preferred Characteristics:**

- A servant-hearted team player with a willingness to support others.
- Quick learner who adapts easily to changing roles and responsibilities.
- Positive and professional communicator who contributes to a Christ-honoring office culture.