



## **BUSINESS OFFICE ASSISTANT**

**RESPONSIBILITIES:** Under the direction of the Executive Director acts as assistant to the Director of Operations and is responsible for a variety of bookkeeping functions, payroll and human resources processes, technology coordination, purchasing and school inventory.

### **Bookkeeping**

- Review and properly code invoices to prepare accounts payable for authorization; prepare cover sheets to send A/P to management company for processing
- Review and prepare reimbursement requests making sure all appropriate documentation is included
- May prepare on-site checks for authorization and signature; send documentation to management company
- Prepare deposits and scan documentation to management company
- Manage Paypal and Square accounts; process online donations on a regular basis
- Track donations and allocation to proper funds; prepare weekly report to advise management of all donations received by school and prepare monthly report of donations for BOCC meeting
- Maintain records of classroom account and Parent Council funds and provide reports as requested
- Oversight and coordination of Cash box requests (seed money)
- Responsible for tracking and reconciling petty cash and/or pre-paid Visa card
- Review general ledger weekly to check for abnormalities and to check cash position
- Manage all accounts receivable
- Ensure proper internal controls of all financial processes are consistently followed
- Maintains organized and accessible record-keeping of fiscal documents
- Recommend fiscal policy and procedure changes
- Verify information and pull reports as needed from Charter Vision program
- Attend finance committee/LCAP meetings

### **Payroll and Human Resource**

- Collect all staff timesheets according to payroll schedule
- Review, tally and verify employee work hours claimed and time off requests submitted on time sheets; submit time sheets for signature and authorization
- Enter payroll information into payroll system for processing, verify payroll reports; distribute paychecks/paystubs
- Track staff time off balances, verify information is correct in payroll system
- Prepare PAF's to change employee information such as addresses, wage and hour adjustments, payroll deductions and classifications
- Review and submit new employee packets to managements company for entry into payroll system

- Act as liaison for Health and Welfare benefit information

### **Purchasing and Inventory**

- Coordinate and track purchasing of all school equipment, materials and supplies
- Prepare purchasing requests for authorization, facilitates purchases utilizing purchase orders, vendor accounts or school credit card upon authorization by Executive Director
- Maintain general school supplies as well as necessary office supplies
- Oversee corporate purchasing accounts
- Inventory and order (upon approval) all toner cartridges for staff copiers and printers
- Coordinates with vendors re: billing/questions/changes/etc.
- Prepare RFP's/RFQ's/Bids for equipment or services as directed
- Prepares and maintains furniture and equipment inventory

### **Communication**

- ACORN (Review/Transmit)
- Website updates
- Support marketing plan

### **Technology**

- Maintains copy machines; coordinates with Ex Assistant for repair requests and service
- Manages staff color copy requests
- Testing/Computer Cart/Laptop assistance as needed
- Onsite computer, printer, copy machine troubleshooting
- Coordinate with IT services for larger technology issues

### **Other Business Services**

- Upon approved, schedules staff for professional development opportunities, trainings and secures lodging, if necessary.
- Reviews claims for travel reimbursements and submits for approval and payment
- Performs other related duties, including special projects, as requested by the Board of Directors, Executive Director or Director of Operations.

### **Other**

- Back up Health Office

### **QUALIFICATIONS:**

KNOWLEDGE OF Modern office methods, procedures and computer equipment, including computer hardware and software necessary to the efficient operation of office protocols. Basic record keeping procedures, English usage, spelling, grammar and punctuation. Understand and carry out oral and written instructions. Establish and maintain effective working relationships with those contacted in the course of work. Perform physical requirements of the job with reasonable accommodation. Work with minimal supervision

**EXPERIENCE AND TRAINING:**

High School diploma or equivalent and experience that indicate possession of the knowledge and skills necessary to perform the duties listed above.

**PHYSICAL REQUIREMENTS:**

Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials. Hearing and speaking to exchange information. Sitting for extended periods of time. Lifting, carrying, pushing and pulling objects up to 25 pounds. Bending at the waist, kneeling or crouching to shelve and retrieve materials. Reaching overhead, above the shoulders and horizontally. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.