

<b>Job title</b>	<i>Business Office Specialist</i>
<b>Reports to</b>	<i>Chief of Staff</i>

### **Job purpose**

This position is responsible for performing complex accounting duties in the preparation, maintenance and review of various school financial records, accounts, invoices, purchase requisitions and reports to assure accuracy and conformance to established policies and procedures; and coordinating administrative activities for an assigned area.

### **Duties and Responsibilities**

- Coordinates daily activities for accounting area or department; ensures compliance with accounting principles and standards; makes recommendations to changes in procedures as necessary; reconciles and balances accounts and bank statements for assigned area or department.
- Approves and rejects purchase orders; prepares and reviews various documents involved in financial transactions, such as invoices, requisitions, journal entries, purchase orders, budget transfers, contract agreements, and personnel changes for accuracy, compliance with appropriate regulations, and school policies and procedures.
- Monitors accounting activities of assigned categorically-funded programs; prepares expenditure and progress reports as requested; assists with year-end closing process.
- Coordinates the preparation and monitoring of school budgets as required; reconciles, balances, and researches financial information for budget analysis purposes.
- Audits financial documents to ensure accuracy and completeness; conducts research to resolve discrepancies as necessary.
- Coordinates communication and accounting activities with other departments and personnel, governmental agencies, private agencies and vendors.
- Provides information to the Office of the Chief of Staff and other school personnel regarding various records, budgets, accounts and programs; answers questions and resolves problems related to assigned program or accounting function.
- Maintains and files a variety of financial and accounting records, forms, listings and files requiring confidentiality; operates a variety of office equipment and machines.
- Trains and provides work direction and guidance to others as directed.
- Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

\*Other duties as assigned

### **Qualifications & Skills**

- High School Diploma or Associates in Accounting (Bachelor's Preferred)
- Minimum two (2) years increasingly responsible work experience in accounting.
- Typing, Basic Math, Effective Communication
- Ability to operate standard office equipment (i.e. fax machine, copier, computer, telephone, etc.)
- Professional, Friendly, Flexible, Organized

**Physical requirements**

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	