

Title: Business Office Specialist

Reports To: Business Manager

Supervises: NA

Employee Type: Full Time, 12-Months (Administrative Office Staff), Hourly, Non-exempt

I am part of an educational team that prepares students for college.

Responsibilities

1. Maintains and processes accounts payable system for Food Service
2. Maintains and processes all receiving records and reconciles with invoices for Food Service
3. Performs general office duties, i.e. answer the phone, greet visitors to CCS, etc.
4. Orders and inventories all CCS supplies, materials and equipment.
5. Processes internal supply requests in a timely fashion.
6. Processes purchase orders.
7. Receives and distributes all items received.
8. Assists in month end closing process, including preparing journal entries.
9. Updates bank spreadsheet and *Quickbooks* files.
10. Processes district receivables in *Quickbooks* and *VSIMS*.
11. Maintains Paid Time Off requests and spreadsheet.
12. Process and complete bank deposits.
13. Approves Graduate Course Reimbursement requests.
14. Reconciles substitute teacher invoices.
15. Bond compliance data gathering and posting.
16. Processes vendor payments.
17. Assumes other responsibilities assigned by the Business Manager.
18. Displays personal qualities that reflect favorably upon the individual and the school.
19. Maintains highest level of confidentiality pertaining to CCS's employee records, financial information and students' records.
20. Shares a commitment to the success of the mission, goals, and objectives of CCS.
21. Communicates in a professional and personable manner with the students, faculty and staff of CCS.
22. Abides by the CCS *Employee Manual* as well as CCS policies and procedures.

Required Qualifications

1. Strongly prefer completion of post-secondary coursework or degree in accounting, bookkeeping or a related field.
2. Experience and demonstrated competence in a clerical/office staff position, preferably with account payable/receivable experience.
3. Knowledge of basic computer operations and proficient with MS office products, or equivalent products. Proficiency with accounting/bookkeeping software.
4. Highly organized.
5. Professional phone manner.
6. Excellent verbal and written communication skills.
7. Meets criteria for employment in a PA Public School.

Job Performance Requirements

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Ability to sit and stand for extended periods of time.

2. Ability to exhibit mental dexterity to dial a telephone, to enter data into a computer, to read a computer screen and printed material with or without vision aids, to hear and understand speech at normal levels and on the telephone, and to speak in audible tones so that others may understand clearly in normal office setting and on the telephone.
3. Ability to physically lift up to 50 pounds, often repeatedly.
4. Ability to bend, stoop, climb stairs, and reach overhead.
5. Ability to read, analyze, and interpret financial reports and governmental regulations.
6. Ability to write reports, compile financial data, business correspondence, and procedure manuals.
7. Ability to interface diplomatically with faculty, staff, parents, students, Board members, and outside professional contacts.
8. Ability to define problems, collect data, establish facts, and draw valid conclusions.