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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **North Star Charter School** |  |  |  |  |  |  |  |  |  |  |
| **Job Description - Finance Assistant****min 30 hours per week****Send email resumes to:** **aweber@northstarcharter.org** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Reports to:** | Business Manager |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Experience:** |  |  |  |  |  |  |  |
|  | College degree or comparable experience desired in a professional setting |  |  |  |  |  |  |  |  |  |  |  |
| **Qualifications:** |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Highly organized |  |  |  |  |  |  |  |  |  |
|  |  | Able to work in unstructured environment |  |  |  |  |  |  |  |
|  |  | Multi task during the day |  |  |  |  |  |  |  |  |
|  |  | Responsible and reliable |  |  |  |  |  |  |  |  |
|  |  | Maintain confidentiality |  |  |  |  |  |  |  |  |
|  |  | Punctual |  |  |  |  |  |  |  |  |  |  |
|  |  | Be able to work flexible hours |  |  |  |  |  |  |  |  |
|  |  | Proficient in Microsoft Office suite |  |  |  |  |  |  |  |
|  |  | Familiarity with general ledger systems, Fund Accounting preferred |  |  |  |  |  |  |  |
|  |  | Payroll experience |  |  |  |  |  |  |  |  |  |
|  |  | HRIS experience desired |  |  |  |  |  |  |  |  |
|  |  | Ten-key calculator |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Job duties and responsibilities** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***Purchasing*** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Process all approved school purchases |  |  |  |  |  |  |  |
|  |  | Maintain and update excel purchase order log |  |  |  |  |  |  |
|  |  | Maintain PO orders throughout ordering process, match receipts, close out PO's when appropriate |  |  |
|  |  | Deliver orders, handle returns, research questions or problems |  |  |  |  |  |
|  |  | Coordinate online purchases and debit card usage |  |  |  |  |  |  |
|  |  | Fill out credit card usage forms as needed |  |  |  |  |  |  |  |
|  |  | Other duties as assigned |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***Payroll and Benefits*** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Review, audit and input time sheets |  |  |  |  |  |  |  |
|  |  | Audit Substitute log in sheet, process employee leave sheets |  |  |  |  |  |  |  |  |
|  |  | Assist with new employee orientation |  |  |  |  |  |  |  |
|  |  | Create new employee files |  |  |  |  |  |  |  |  |
|  |  | Assist employees with insurance questions |  |  |  |  |  |  |  |
|  |  | Assist with new hire paperwork  |  |  |  |  |  |  |  |  |
|  |  | Reconcile monthly payroll bills  |  |  |  |  |  |  |  |  |
|  |  | Maintain all payroll reports notebook |  |  |  |  |  |  |  |
|  |  | Quarterly Unemployment reporting |  |  |  |  |  |  |  |
|  |  | Cobra reporting |  |  |  |  |  |  |  |  |  |
|  |  | Process all open enrollment insurance paperwork/or changes |  |  |  |  |  |
|  |  | Oversee background check paperwork |  |  |  |  |  |  |  |
|  |  | File employee leave sheets |  |  |  |  |  |  |  |  |
|  |  | Assist with yearly W2 and 1099 reporting  |  |  |  |  |  |  |  |
|  |  | Other duties as assigned |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***Accounts payable*** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Process accounts payable in a responsible and timely manner |  |  |  |  |  |
|  |  | Keep up to date and accurate vendor files |  |  |  |  |  |  |  |
|  |  | File new invoices to be paid |  |  |  |  |  |  |  |  |
|  |  | Match check stubs with invoices, stamp paid, file |  |  |  |  |  |  |
|  |  | Research payments as necessary |  |  |  |  |  |  |  |
|  |  | Other duties as assigned |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***Cash Receipts*** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Maintain All Day kinder excel spreadsheet |  |  |  |  |  |  |  |
|  |  | Process cash receipts, prepare bank deposits |  |  |  |  |  |  |
|  |  | Reconcile credit card payments |  |  |  |  |  |  |  |  |
|  |  | Any research as needed |  |  |  |  |  |  |  |  |
|  |  | Other duties as assigned |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***General Accounting*** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Provide support to Monthly closing process |  |  |  |  |  |  |
|  |  | Assist with Benefits administration |  |  |  |  |  |  |  |
|  |  | Assist Administration in preparation of Contracts and MOU's |  |  |  |  |  |
|  |  | Assist Finance on special projects |  |  |  |  |  |  |  |
|  |  | Account Reconciliation |  |  |  |  |  |  |  |  |
|  |  | Other duties as assigned |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***General Administrative*** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Assist with yearly Board Elections |  |  |  |  |  |  |  |
|  |  | Assist with yearly Audit |  |  |  |  |  |  |  |  |
|  |  | Catalog storage boxes |  |  |  |  |  |  |  |  |
|  |  | Open mail, maintain postage machine, responsible for outgoing mail postage |  |  |  |
|  |  | Maintain paper supply inventory |  |  |  |  |  |  |  |
|  |  | Maintain teachers notebook of forms- leave, PO, money deposit and request forreimbursement |  |  |
|  |  | Other duties as assigned |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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