|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **North Star Charter School** | | |  |  |  |  | |  |  | |  | |  | |  | |  | |
| **Job Description - Finance Assistant**  **min 30 hours per week**  **Send email resumes to:** [**aweber@northstarcharter.org**](mailto: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 for  reimbursement | | | | | | | | | | | | |  | |  | |
|  |  | Other duties as assigned | | |  |  | |  |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |