NORTH STAR CHARTER SCHOOL

Job Title: Accounting and Human Resources Clerk

Location: North Star Charter School
Position Type: Full-Time
Reporting To: Chief Operating Officer (COO)

Introduction: North Star Charter School is seeking a dynamic and experienced Accounting and Human Resources Clerk to join our team. As a charter school dedicated to providing high-quality education to our students, we are committed to excellence in all aspects of our operations. The Accounting and Human Resources Clerk plays a crucial role in ensuring the efficient and effective management of financial resources, human resources, and overall vendor management. This position reports directly to the COO and collaborates closely with our contracted Finance Director.

Principal Duties:

- Process accounts payable transactions in compliance with the financial policies and procedures manual.
- Review vendor invoices for validity, accuracy, supporting documentation, and proper approvals.
- Reconcile vendor activity and statements and follow up on any invoice/billing discrepancies.
- Obtain substantiating documentation for all credit and/or debit card activity and reconcile to corresponding statements.
- Ensure that sales tax exemption documentation has been provided to all vendors where appropriate.
- Prepare cash disbursement packages for review and approval.
- Maintain vendor files and records including W-9's.
- Collect and process employee timesheets

- Accurately record all cash receipts received on-site, by mail, or directly deposited into the organization's operating account. All payments received are processed through the cash receipts module.
- Assist with distributing and submitting paperwork for new hires, terminations, and employee changes.
- Maintain personnel files for all employees. Ensure all required documents (W-4, I-9, certificates) are included in each file.
- Provide new employees with an explanation of benefits. Accurately process enrollments.
- Oversee individual records and tracking of all staff paid time off (PTO) requests.
- Support month-end close and assist with account reconciliations.
- Assist with contract collections.
- Support annual audit process.
- Perform related duties as assigned by supervisor and Superintendent.
- Maintain compliance with all school, state, and federal policies and procedures.

Desired Skills and Characteristics:

- Strong computer proficiency, especially Microsoft Excel/Google Sheets
- Organized with strong attention to detail
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary service to student, staff, and vendors
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Educational Background and Work Experience:

- Associate's degree or equivalent work experience, knowledge, and skills that will enable you to perform the job tasks proficiently.
- Operations experience in a fast-paced, entrepreneurial environment preferred.
- Experience managing systems and processes to increase the effectiveness and

efficiency of a growing organization.

Application Process: To apply for the position of Accounting and Human Resources Clerk at North Star Charter School, please submit a resume, cover letter, and three professional references to:

Joanna O'Donnell, COO jodonnell@northstarcharter.org and
Andy Horning, Head of School ahorning@northstarcharter.org

Applications will be reviewed on a rolling basis until the position is filled.