Northern California Conference

**Job Description**

**DATE:** July 1, 2013

**LOCATION:**

**STATUS:** Full-time/Regular

**REPORTS TO:** Principal

**Title:** School Business Manager/Accountant/Treasurer

**Wage/Salary:** $

**ERI Category:**

**Job Code:** J **Step:**

**SUMMARY:** Processes all business office transactions that relate to student financial records. Performs all accounting functions in the business office that relates to the general ledger, payroll, human resources and accounts payable. Reports to the Principal.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Accounts payable- all functions
2. Bi-weekly payroll processing and maintenance of employees’ payroll files
3. General ledger reconciliation reports and trial balance
4. Verification of bank reconciliation reports
5. Monthly close and preparation of Financial Statements
6. Administrates the collection policy
7. Receipts all incoming cash and prepares daily bank deposits
8. Reconciles monthly and closing Student A/R subsidiary ledger
9. Prepares mailing of monthly statements
10. Reconciles and closes monthly receipting of subsidiary ledger
11. Development and maintenance of files, paper and electronic, for faculty and staff
12. Development and maintenance of files, paper and electronic, for each student enrolled.
13. Budget Controls
14. General Journals for the general ledger
15. Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business
16. Supervision and hiring of Maintenance, Custodial and Business Office staff
17. Participate in conventions and/or workshops related to the functions of accounting
18. Miscellaneous duties as assigned by the Principal

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

Bachelor of Science (B.S.) degree or its equivalent and two years experience is desired.

**Language Skills**

Must possess the ability to read, analyze, and interpret documents. Ability to respond effectively to the most sensitive inquires or complaints. Must possess the ability to read and write functional English.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Must have knowledge of accounting principles and be able to apply it to limited areas of accounting procedures.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Certificates, Licenses, Registrations**

None required

**Other Skills and Abilities**

Computer skills and familiarity with various accounting software (word processing and spreadsheet) is required. Ability to work independently and maintain confidences. Ability to work with culturally and ethnically diverse groups.

**Physical Demands**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, hand or feel objects, or controls; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Assistance should be requested when lifting requirements exceed 30 pounds. Specific vision, depth perception and the ability to adjust focus.

**Work Environment**

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort, with the noise level at a moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor’s prior approval.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.