

Barack Obama Green Charter School
Job Description
Bookkeeper and Business Office Support

QUALIFICATIONS:

1. Baccalaureate degree or equivalent training in business, administration or related field
2. Minimum of two (2) years of related administrative or Business Office experience preferred
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment
4. Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others.
5. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator or its designee

JOB GOAL:

To assist in the administration of the charter school's business office operations so as to provide the maximum services for the financial resources available, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration and operation of the office.

BUSINESS OFFICE RESPONSIBILITIES:

- ☐ Manage and support a broad range of Business Office operations and responsibilities, including, but not limited to, administrative, financial, human resources, food service, purchasing, accounts payable, transportation, compliance, and other related functions necessary to support the organization's operations.
- ☐ Maintain and coordinate confidential employee personnel records, onboarding documentation, employment forms, certifications, and other required HR records.
- ☐ Supports payroll administration by compiling, reviewing, maintaining, and processing payroll-related information, including, but not limited to, timesheets, deductions, pension requirements, labor reporting, employee data, and other related payroll and Business Office requirements.
- ☐ Process purchase requisitions and purchase orders, ensuring appropriate documentation, account coding, pricing, and authorization are obtained.
- ☐ Assist in maintaining vendor information and communicate with vendors regarding orders, invoices, payments, deliveries, and discrepancies.
- ☐ Assist in matching invoices with purchase orders, receiving documentation, and required approvals prior to payment processing.
- ☐ Assist in monitoring outstanding purchase orders, invoices, vendor statements, and payment documentation and resolve discrepancies as needed.
- ☐ Prepare reports, spreadsheets, correspondence, reconciliations, and supporting documentation for Business Office activities.
- ☐ Maintain W-9s, vendor documentation, and records needed for year-end reporting and 1099 preparation.
- ☐ Assist with audits, monitoring reviews, financial reviews, and requests for supporting documentation.

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- ☐ Monitor deadlines and ensure required Business Office reports, records, and submissions are completed in a timely manner.
- ☐ Maintain the confidentiality and security of sensitive employee, student, vendor, and financial information.
- ☐ Follow established policies, procedures, internal controls, and approval processes to promote accurate and accountable Business Office operations.
- ☐ Communicate and coordinate with administrators, employees, families, vendors, service providers, and outside agencies as necessary.
- ☐ Provide general administrative and operational support to ensure the efficient and effective day-to-day functioning of the Business Office.
- ☐ Perform other Business Office and administrative duties as assigned.

Legal References:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A:4-14, -14.1</u>	Uniform system of bookkeeping for school districts
<u>N.J.S.A. 18A:34-2</u>	Care and keeping of textbooks and accounting
<u>N.J.A.C. 6A:23A-16</u>	Double-entry bookkeeping and GAAP accounting
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Contract year: July 1st to June 30th of the school year.

Evaluation: In accordance with the Board of Trustees adopted method of evaluation.

Approved: